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POST OFFICE



CIRCULAR.

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

(Index of the Post Office Circular, 1947, Pages 1653 - 1756)

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POST OFFICE



CIRCULAR.

THURSDAY, 2nd JANUARY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- Rose Blanche ... Miss Eda Dolomont to be Messenger-Assistant as from the 20th October, 1946.
- ✓ Brigus Junction ... Mrs. William Morgan to be Postmistress as from the 16th December, 1946.
- Summerville ... Miss Eliza Abbott to be Postmistress and Telephone Attendant as from the 4th December, 1946.
- Torbay ... Miss Elizabeth Morey to be Postmistress as from 12th December, 1946.
- ✓ Clattice Harbour ... Mrs. Mary C. Leonard to be Postmistress and Telephone Attendant as from the 1st January, 1947.

TRANSFER

- ✓ Harmon Field ... Mr. Peter Ryan, Assistant, Argentia, to be Postmaster and Operator Harmon Field as from the 21st December, 1946.

OFFICE OPENED

- ✓ Brigus Junction ... The Post Office at Brigus Junction, which was closed on the 31st January, 1946, was re-opened on the 16th December, 1946. This is a dutiable office but there are no Money Order or Telephone facilities.

See Power 28 Feb 46

INDEX OF POST OFFICE CIRCULAR FOR 1946, D.F. 3032

An index for pages 1549 to 1652 of the Post Office Circular is now in the course of preparation and it is hoped to have it ready for distribution early in February. One copy will be sent to each office and on its receipt the Circulars to which it refers should be bound together and kept in a convenient place for easy reference.

Postmasters should make sure that their file of Circulars for the year 1946 is complete. If any Circulars are missing application should be made to the Staff Clerk for fresh copies.

It could be noted that the Post Office Circular for the 12th September, 1946, was a restricted issue and copies were not supplied to all offices. Postmasters should therefore refrain from requesting copies of this Circular, pages 1621 to 1624.

REFERENCE NUMBERS ON CORRESPONDENCE, D.F. 3006

Postmasters are reminded that, when replying to correspondence from Head Office, the D.F. reference number should be quoted in order to facilitate the securing of previous correspondence in the Registry Branch of the Department. When replying to correspondence the D.F. Number should be stated thus: "In reply to your letter of the . . . (Date), reference D.F. 3009 (as the case may be), or "Reference your D.F. 3147."

DEDUCTIONS FROM SALARY, D.F. 3010

Deductions from January salary will be made from members of the Civil Service Association as follows:—

New Members	\$1.00 membership fee and 50c. entrance fee
Old Members	\$1.00 membership fee

STUDENTS AT OUTPORT OFFICES, D.F. 3005

All Postmasters at Telegraph Offices, who have students studying telegraphy and postal work, are requested to supply the following information: Name in full, date of birth, educational qualifications and when tuition commenced. The report should also state the progress the student has made and if tuition should be continued or not. Efforts are being made to improve the training of students and the information requested above will be of great assistance.

MAILS

Department of Supply Permits for Export of Articles, D.F. 3150

Department of Supply permits for the export of articles, which are otherwise prohibited for export by parcel post, must be retained in the office from which the parcel was despatched. These permits are not to be forwarded with the parcel as this has caused the parcel, in one case which has come to notice, to be delivered to the Department of Customs.

Postal Service to Belgium, D.F. 1306

The Insured Letters and Boxes service between Newfoundland and Belgium has been restored as of the 9th December, 1946. The rates are the same as those which were in force prior to the last war.

Enquiries on Items of Mail, D.F. 1600

A large percentage of enquiries received by the Inspection Branch in respect of individual items of mail are received direct from members of the public and do not contain sufficient information on which to base an enquiry. The result of this is that the person enquiring has to be communicated with and asked to furnish the necessary information. This gives rise to serious delays.

All enquiries should be made through the local Postmaster and should furnish the following information:

1. The name of the office at which the item concerned was posted.
2. The date and hour of posting.
3. The name and address of the sender.
4. The name and address of the addressee.
5. A description of the item—e.g., ordinary letter, registered letter, ordinary parcel, insured parcel, etc.
6. The registered or insured number if any.
7. A description of the contents.
8. The record of despatch of the item.

If the enquiry is made by an addressee who cannot furnish all the above information he or

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2nd January, 1947

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she should be advised to communicate with the sender, advise non-receipt and ask the sender to initiate an enquiry at the office of posting. Such information as is available may, however, be collected and forwarded to the Chief Inspector who will make such investigation as is possible.

Printed enquiry forms are being sent forward to all offices, together with instructions for their use.

Postmasters will please notify the public accordingly.

Return of Mail to Senders or to Dead Letter Office, D.F. 1000

Postmasters are reminded that items of mail which remain in their offices unclaimed for a period of thirty days should be forwarded to the Dead Letter Office, G.P.O., St. John's, for return to the sender. Local items on which the address of the sender is shown may be returned direct to the sender. All foreign items must be forwarded to the Dead Letter Office except those on which Customs Duty has been charged. These must be handled in accordance with Accounting instructions. Items which are refused by the addressees should be returned immediately and not held for thirty days.

The reason for the return of the item, i.e. "Unclaimed", "Refused", etc., must in all cases be shown on the cover.

ACCOUNTING

Collection of Radio Licence Fees for 1947, D.F. 4010

All Radio Licences issued during 1946 expire on the 31st December.

Postmasters at Money Order Offices should send out Cards (Form No. 1253) to all persons operating Receiving Sets in their district. Full instructions are given on page 1564 of the Post Office Circular of the 14th February, 1946.

Postmasters at Non-Money Order Offices are also referred to the same page of the Circular for instructions on the collection of Radio Licence fees.

The date of expiration of licences during 1947 should be shown on the licence as the 31st December, 1947.

Efforts should be made to collect licence fees on every Radio Receiving Set operating in the districts served by each Post Office.

Special Allowance for Radio Licence Collections, D.F. 4012

The Chief Accountant has advised that many Postmasters have not yet submitted claims for Radio Licences collected for the period of six months from the 1st January, 1946, to the 30th June 1946, in accordance with instructions issued at page 1574 of the Post Office Circular and subsequent issues of the Circular.

Postmasters who have not already made claims should endeavour to submit their claims immediately.

It should be noted that claims for the period 1st July, 1946, to 31st December, 1946, are now due and should be submitted as early as possible in order to have all claims paid before the 31st March, 1947, that is, the end of the fiscal year.

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—
Ajax, Ontario150-94601 to 150-96600
and
016-38447 to 016-38600
(Office numbered 2024)

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Denver, Ind.	94,386 to 94,600
Esmond, R.I.	86,463 to 88,000
Lakeside, Oreg.	51,589 to 53,000

TELEGRAPHS

Service with Austria and Yugoslavia, D.F. 1306

Advice has been received that business telegrams with Austria and Yugoslavia are no longer restricted to the exchange of facts and information.

Telegrams for Gander Airport, D.F. 2413

Attention is again drawn to the instructions respecting delivery of telegrams at Gander Airport. Telegrams must bear a full and complete address, otherwise acceptance shall be at sender's risk and claims for refundment of telegrams so accepted will not be considered.

Every building in Gander is numbered and senders of telegrams should be invited to include the number of the building in the address.

Copies of Telegrams, D.F. 2414

Copies of telegrams may be delivered to the addressee or sender on proper identification at the office of delivery or origin on the payment of a fee of ten cents for each copy beyond the first delivered.

Authority must be obtained by service message from the Superintendent of Telegrams to deliver copies and such authority will be made in duplicate, one copy of the order to be wired to the office requesting permission to furnish a copy of the telegram and the other to be passed to the Accountant as a debit charge against the office of delivery.

Telegrams for St. John's Insufficiently Addressed, D.F. 2412

Postmasters are requested to refer to the notice on page 1604 of the Post Office Circular under the above caption. It is absolutely necessary to supply a full address on telegrams for delivery in the City of St. John's. If it is not possible for the sender to supply a full address then he should be informed that the telegram is accepted at his own risk.

POST OFFICE



CIRCULAR.

THURSDAY, 16th JANUARY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ <u>Nipper's Harbour</u>	Mr. Archibald Bursey to be <u>Postmaster</u> and Operator as from the 24th December, 1946.
✓ <u>Lower Island Cove</u>	Mrs. Florence Champion to be <u>Postmistress</u> as from the 1st January, 1947.
Englee	Mr. Theodore Luther to be Assistant as from the 21st December, 1946.
Gander	Miss Sylvia Morris to be Telephone Exchange Operator as from the 29th December, 1946.

TRANSFER

Goose Airport, Labrador.....	Mr. A. M. Gould, <u>Postmaster and Operator at Harmon Field</u> to be Assistant at Goose Airport as from the 4th January, 1947.
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OFFICE OPENED

✓ <u>Bowater's, Corner Brook</u>	A Post Office has been opened at <u>Bowater's, Corner Brook</u> , as from the 16th December, 1946. This Office will be a sub-office of Corner Brook Post Office and Messrs. <u>Bowater's Nfld. Pulp and Paper Mills, Ltd.</u> , have been appointed Postmaster.
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OBITUARY

The Department regrets to announce the death of Mrs. J. D. House at Bellburns on the 31st December, 1946.

✓ Mrs. House entered the Service as Postmistress and Telephone Attendant at Bellburns in March, 1911. See also page 1665

DATE STAMPS, D.F. 3001

Postmasters are reminded that the year "47" should be substituted for "46" in the date stamps of their offices as from the opening of the office on the 1st January.

SECRECY, D.F. 3001

The staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come under their notice in the course of their official duties. The divulgence of any such information is an offence against the Official Secrets Act.

**ENTRY OF UNAUTHORIZED PERSONS INTO POST OFFICES
D.F. 3001**

It has come to notice that unauthorized persons have been entering Post Offices with or without the permission of the official in charge. This is a definite breach of the postal regulations and must cease. Secretary's Circular No. 1 in this connection is repeated for the information of all Postal officials:—

Circular No. 1. Entry of unauthorized persons into the Department of Posts and Telegraphs:

"The entry of persons other than officers of the Department duly authorized, or bearing authority in writing from the Secretary of the Department of Posts and Telegraphs, into all Telegraph Offices or Travelling Post Offices, and in Post Offices other than on the public side, is strictly prohibited.

"Any Official of the Department, who allows an unauthorized person to contravene this order, will render himself liable to dismissal."

MAILS**Withdrawal of Postal Privileges of the Armed Forces Overseas, D.F. 1003**

Effective immediately all special postal rates and privileges granted, during the War, on mail to the members of the Armed Forces (Navy, Army and R.A.F.) and Merchant Navy, will be withdrawn.

LETTER MAIL

The above will mean that mail addressed to members of the Armed Forces Overseas must be prepaid at the rates applicable to the country of destination.

Regular air mail and air letters, addressed to personnel of the Armed Forces Overseas, will also be subject to the usual air mail rates

PARCEL POST

The special parcel rates shown on page 1081 of the Post Office Circular of the 25th December, 1941, and page 9 of the Rate Book, are hereby cancelled.

The above notice was telegraphed to all offices on the 4th January, 1947.

Train Schedules, D.F. 1421

The following Winter Schedule came into effect on the 13th January, 1947:—

EXPRESS TRAINS**Westbound**

Through Express Trains taking local and foreign passengers will leave St. John's 5 p.m. Mondays and Thursdays for points as far as Port Aux Basques.

Local Express Train for points as far as Millertown Junction will leave St. John's 5 p.m. Wednesdays and Saturdays.

EASTBOUND

Through Express Trains with foreign and local passengers will leave Port Aux Basques 7 p.m. Sundays and Thursdays, arriving St. John's 10 p.m. Mondays and Fridays.

Local Express Trains will leave Millertown Junction 6 p.m. Sundays and Thursdays, arriving St. John's 9 a.m. Mondays and Fridays.

Carbonear Branch

Leave St. John's 8.15 a.m. Tuesdays, Thursdays, Fridays and 6 p.m. Saturdays.

Leave Carbonear 2.20 p.m. Mondays, Tuesdays, Thursdays and 7 a.m. Saturdays.

16th January, 1947

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Argentia Branch.

Leave St. John's 9 a.m. Mondays, Tuesdays, Thursdays and Saturdays.

Leave Argentia 3 p.m. Mondays, Tuesdays, Thursdays and Saturdays.

Bonavista Branch

Express Trains leaving St. John's 5 p.m. Mondays, Wednesdays and Saturdays, will connect at Clarenville for points on the Bonavista Branch, arriving Bonavista 6.45 a.m. Tuesdays and 5 a.m. Thursdays and Sundays. Returning leave Bonavista 8 a.m. Mondays and Wednesdays, and 8 p.m. Thursdays, arriving St. John's 10 p.m. Mondays and Thursdays and 9 a.m. Friday.

Combination Car "Trinity" will be attached to Express Trains from St. John's 5 p.m. Wednesdays and Saturdays, returning from Bonavista Mondays and Thursdays.

ACCOUNTING

Issuing of Money Orders, D.F. 4000

Considerable delay is being experienced in effecting payment of Money Orders due to discrepancies appearing between the amount in words and the amount in figures and, in some cases, between the Order and the Coupon Advice.

Postmasters should ensure that the figure words and figures agree in both the Order and Advice as well as with the marginal cut before handing the order to the remitter.

**Accounting Instructions for Use of New Duty Account, No. 1416
D.F. 4006**

Effective 1st January, 1947, Duty Account Form No. 1416 will be used by all Duty Accounting Offices instead of the spaces provided on General Account Forms 1016 and 1020.

Commencing with the first term report in January all entries for duty will be shown on the new form; the space formerly used on Forms 1016 for Money Order Offices and 1020 for Non-Money Order Offices will be left blank.

The full details of all Duty Parcel transactions are to be shown in the spaces provided for this purpose on the back of the form; the totals of each space to be entered on the face of the report. The Duty Account Report will be forwarded with other reports as at present.

The present General Account Form will continue to be used until all forms in stock are used up. In the next printing the space for Duty Parcel entries will be deleted.

The above instructions were mailed with the new Duty Account form early in the new year.

Despite these instructions certain offices are, apparently, using these forms to replace the present duty remittance form. The following offices sent these forms to the Cashier accompanied by a remittance on duty but without the usual remittance form:

✓ Seal Cove, Harbour Main District

✓ Princeton.

If Postmasters will read the instructions again they will see that Form No. 1416 must accompany other Account Forms as at present. Account Forms are addressed to the Accountant and must not be sent to the Cashier with remittances.

Postmasters are asked to co-operate by reading and following all instructions sent to them.

Radio Licence Collections, D.F. 4010

Postmasters are reminded that Radio Licence fees for the year 1947 are now due and every effort must be made to collect fees from owners of Radio receiving sets. When Licences are being renewed Postmasters should ask the name of the owner of the set and the licence should be made out in the name of that person. If the licence was paid in the name of John Brown in 1946, the renewal for 1947 should also be made out to John Brown. The failure to secure the name of the owner has caused considerable inconvenience to the staff in the Accounts Branch and also annoyance to the licensee.

TELEGRAPHS

Telegraph Statistics on Monthly Traffic Reports, D.F. 3034

It appears that many Postmasters are experiencing difficulty in preparing their Monthly Traffic Reports, especially in regard to the section dealing with Telegraph Traffic.

After "Received over Counter for Despatch" should be shown the number of telegrams received in the office to be sent, including ordinary and pink telegrams. After "Delivered" should be shown ordinary and pink telegrams which have been delivered in the settlement. After "Sent" will be shown the same number of telegrams that were shown in the column "Received over Counter for Despatch" and after "Received" the same number as shown after "Delivered." These columns should agree as it is presupposed that all telegrams received for Despatch were sent and that all telegrams received were delivered.

In the "Repeated" column will be shown all telegrams that were received over telephone or telegraph for despatch over telephone or telegraph. The repeated items should not be shown in the "Sent" and "Received" columns. Repeated items are separate and distinct from sent and received and have a different unitary value.

While it is necessary to know the number of Priority sent and received separate from Ordinary telegrams, the figures under Priority must be included in "Received" over Counter for Despatch, "Delivered", "Sent", and "Received."

Service with Cyrenaica, D.F. 1306

Advice has been received that telegrams are again acceptable to Cyrenaica. Telegrams must be in plain language. Telegrams for places other than Benghazi and Denna are posted beyond Benghazi and are at senders risk. Rates are the same as for Tripoli.

All America Cables (Commercial) Opens Direct Radio Telegraph Circuit Between Lima, Peru and Geneva, Switzerland, D.F. 2510

Advice has been received from the Commercial Cable Company that the all America Cables has opened a direct radio telegraph circuit between Lima, Peru and Geneva, Switzerland.

POST OFFICE



CIRCULAR.

THURSDAY, 30 JANUARY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. Anthony Mr. Raymond Simms to be Messenger as from the 15th January, 1947.

✓ Port Nelson Mrs. T. Wicks, Telephone Attendant, to be Postmistress and Telephone Attendant as from the 8th January, 1947.

Deer Lake Miss Margaret Goodyear to be Messenger as from the 8th January, 1947.

✓ Bellburns Mrs. Abram House to be Postmistress and Telephone Attendant as from the 1st January, 1947.

✓ Corbin Mrs. Bride Coady, Telephone Attendant, to be Postmistress and Telephone Attendant as from the 15th November, 1946.

Jacques Fontaine Mrs. Clayton Johnson to be Telephone Attendant as from the 5th January, 1947.

RETIREMENTS

St. John's, G.P.O. Mr. Solomon Anthony, Watchman G.P.O., will retire on the 31st January, 1947, on age limit.

Mr. John Grills, Porter, G.P.O., will retire on the 31st January, 1947, on age limit.

OFFICES CONVERTED

✓ Corbin The Telephone Office at Corbin was converted to a Postal and Telephone Office as from the 15th November, 1946. The nearest Money Order Office is Burin which is the telegraph connecting office. This office will handle duty parcels.

✓ Port Nelson The Telephone Office at Port Nelson was converted to a Postal and Telephone Office as from the 8th January, 1947. The nearest Money Order Office is Badger's Quay, which is the telegraph connecting office. This office will handle duty parcels.

OFFICE OPENED

Jacques Fontaine The Telephone Office at Jacques Fontaine, which was closed on the 30th September, 1946, was re-opened on the 5th January, 1947.

OFFICE CLOSED

Shamblers Cove The Postal and Telephone Office at Shamblers Cove was closed on the 7th January. Mails and telegrams for this settlement will be handled through the office at Port Nelson.

LEAVE, D.F. 3005

Officials are reminded that they must not leave their Offices on leave without prior approval of the Staff Clerk. It has been observed that some Postmasters have ignored this regulation and have taken leave without authority. In future such leave will be considered as absence without leave and payment of salary will be discontinued for the period of absence. In addition disciplinary action may be taken against the official or officials concerned.

All officials at Telegraph and Non-telegraph Offices must report the date of commencement of leave and the date of resumption of duty.

MAILS

Insufficiently Prepaid Postage, D.F. 1400

It has been noticed that many items of mail are received without sufficient postage. This applies particularly in regard to air mails. Many items have been posted and despatched weighing in excess of a half ounce but to which postage for only a half ounce had been affixed. In addition to the loss of revenue this shows negligence on the part of Postmasters and other officials through whose hands these items pass in the course of handling. Where an item is insufficiently prepaid, it should be taxed in accordance with instructions which have been issued in the Post Office Circular from time to time. Air mails should be sent by surface means if insufficiently prepaid.

AIR MAIL RATES, D.F. 1713

Postmasters are reminded that the Air Mail Rate to the United States of America has been increased to 10 cents per each half ounce as from the 1st January, 1947. The rate to Canada remains at seven cents per half ounce.

Where air mail has been posted at an office addressed to the U.S.A. and stamps to the value of seven cents only have been affixed, the item should be forwarded as an ordinary letter, except where it is possible to identify the sender and contact may be made to have the additional postage affixed.

DESPATCH OF REGISTERS, D.F. 1005

Evidence of carelessness on the part of some Postmasters in dealing with registered mail, is still being brought to notice. The despatch of registered mail without proper record points to that degree of carelessness which cannot be allowed to continue and Postmasters, guilty of such carelessness, must ensure that proper record of the despatch of registers is kept at their offices.

GIFT PARCELS TO ROUMANIA, D.F. 1306

A gift parcel post service from the United Kingdom to Roumania has now been introduced, subject to the following conditions:

- (1) Limit of weight twenty-two pounds.
- (2) Only one parcel weekly from the same sender to the same addressee.
- (3) Contents limited to items such as non-perishable fish foods, soap, home knit clothing, mailable medicines. Books and printed matter are not accepted.
- (4) A Customs Declaration is required on each parcel. Declaration and parcel must be clearly marked "Gift."

The following rates apply:—

Up to 2 lbs.	\$1.65
Up to 3 lbs.	1.92
Up to 7 lbs.	2.28
Up to 11 lbs.	3.04
Up to 22 lbs.	5.76

GIFT PARCELS TO GERMANY, D.F. 1306

A gift parcel post service has now been introduced from the United Kingdom to the whole of Germany, subject to the following conditions:—

- (1) Maximum weight eleven pounds.

- (2) Only one parcel weekly from the same sender to the same addressee.
 (3) Contents limited to essential relief items such as non-perishable fish foods, soap, home knit clothing, mailable medicines. No books written or printed matter of any kind permitted.
 (4) Parcels are subject to Censorship and Customs examination in Germany.
 (5) A Customs Declaration is required on each parcel. Declaration and parcel must be clearly marked "Gift."

The following rates apply:—

Up to 2 lbs.	.96 cents
Up to 3 lbs.	\$1.20
Up to 7 lbs.	1.56
Up to 11 lbs.	2.16

INFORMATION RESPECTING MAIL MATTER, D.F. 1000

No information can be given respecting letter or other mail which passes through a Post Office, except to the person to whom it is addressed and to the senders when enquiring regarding delivery.

Postmasters are not permitted to furnish any information of any kind respecting the names or addresses of persons who post and receive mail at their respective offices.

In no circumstances is a Postmaster authorized to open the letter of another person received for delivery at or passing through his office.

Any breach of these regulations will be sufficient to subject the Postmaster to immediate dismissal.

ACCOUNTING

New Duty Form, D.F. 4006

It is noted that certain offices are omitting the name of their office on the new Duty Account Form Number 1416. Immediately after the words "Report of duty business of the Post Office at", the name of the office should appear. Officials are requested to carefully note this in future.

Endorsement of Cheques, D.F. 4006

In spite of instructions to the contrary many Postmasters continue to forward cheques to the Cashier at Head Office, improperly endorsed, or without endorsement.

The following Offices were guilty of this during the past week:—

Clareville
 Fermeuse

Postmasters are again requested to ensure that cheques are properly endorsed before accepting them from the public.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Frenchburg, Ky.	{ 49534 — 49800
	{ 50001 — 51000
Rachel W., Va.	92252 — 95000

Forms Regarding Transfer of Office, D.F. 3001

A supply of two forms are being sent to each Post Office in connection with the transfer of officials.

Form 1419, *Postmasters transfer of cash and stocks*, is to take the place of the usual telegram sent to the Chief Accountant whenever a transfer is made.

Form 1420, *Postmasters transfer of office equipment* is to be used also in connection with each transfer and this form should be forwarded to Staff Clerk.

Postmasters should read carefully the notation on each form and should assure themselves that the form is properly completed before mailing.

TELEGRAPHS

Telegraph Traffic December 1946, D.F. 3034

Class	1946	1945	Increase
Paid Telegrams including Priority....	108,828	97,584	11,244
Priority	12,283	11,390	393
Phono-telegrams	1,987	1,813	174
Total Paid Traffic	110,815	99,397	11,418
Deadhead and Service Messages	9,686	9,517	169
Telegram Equivalent Public Despatch	5,780	4,930	850
Total Traffic	126,281	113,844	12,437

During the month 7 complaints were received and dealt with. In 6 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 11 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 11, 8 and 5.

Telegraph Traffic During Christmas Pressure Period, December 21st to January 2nd, D.F. 3034

	1946	1945	Increase
Paid Telegrams including Priority	51,076	45,540	5,536
Deadhead and Service Messages and Message equivalent Public Despatch, etc.....	5,946	5,582	364
Total	57,022	51,122	5,900
St. John's:—Accepted over Counter.....	6,620	6,463	157
Delivered.....	13,753	12,563	1,190

Telegraph Traffic Year 1946, D.F. 3034

Class	1946	1945	Increase
Paid Telegrams including Priority....	1,047,417	938,384	109,033
Priority.....	130,846	127,612	3,234
Phono-telegrams	25,304	23,393	1,911
Total Paid Traffic	1,072,721	961,777	110,944
Deadhead and Service Messages	119,429	113,684	5,745
Message Equivalent Public Despatch	86,246	50,900	35,346
Total Traffic	1,278,396	1,126,361	152,035

During the year 150 complaints were received and dealt with. In 126 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 132 cases of irregularities were disclosed through routine supervision. The comparative figures for 1945, were. 160, 83 and 115.

POST OFFICE



CIRCULAR.

THURSDAY, 13th FEBRUARY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Greenspond... Miss Josie Burry to be Messenger as from the 1st February, 1947.

✓ Port Au Bras... Mrs. Harold Cheeseman to be Postmistress and Telephone Attendant as from the 1st. February, 1947.

Bonavista... Mr. William Whiffen to be Messenger-Assistant as from the 27th. January, 1947.

Gander... Miss Marie Costello to be Telephone Exchange Operator as from the 23rd. January, 1947.

Summerville... Mrs. Samuel Brennan to be Postmistress and Telephone Attendant as from the 13th. January, 1947.

Port Union... Miss Alice Samson to be Messenger-Assistant as from the 1st. January, 1947.

RETIREMENTS

✓ Hickman's Harbour... Miss Cicely Martin, Postmistress and Operator retired on the 23rd. November, 1946 on medical grounds.

Red Head Cove... Mrs. Margaret Brady, Postmistress and Telephone Attendant, will retire on the 28th. February, 1947 on age limit.

Seal Cove, C. B. ... Mr. Archibald Morgan, Postmaster, will retire on 28th. February, 1947 on age limit.

OBITUARY

The Department regrets to announce the death of the following officials:—

✓ Mrs. J. D. House, Postmistress and Telephone Attendant at Bellburns, on the 31st. December 1946. Mrs. House entered the Service on the 1st. March, 1911. (See also 1657)

✓ Mrs. Beatrice Bennett, Postmistress and Telephone Attendant at Port Au Bras on the 21st. January, 1947. Mrs. Bennett entered the Service on the 1st. October, 1945.

SPECIAL NOTICE, D.F. 3001

All officials of the Department are reminded that it is contrary to regulations for them to engage in remunerative work other than their Departmental duties without the written sanction of the Secretary. This regulations applies as well to work performed outside the regular hours of business as to work performed during normal working hours. See over - cont.

Where such outside undertakings will not interfere with the work of the Post Office and other factors which must be taken into consideration the Secretary's permission will not be unreasonably withheld.

All officials who are at present engaged in work other than their normal Post Office duties should immediately write the Secretary stating the nature of the work being performed and the amount of time devoted to it. Except in exceptional circumstances, the Secretary will give his approval for the continuation of the work.

Officials who, in the future, are engaged in outside work without the Secretary's permission or continue work already being performed without notifying the Secretary render themselves liable to instant dismissal.

MAILS

Air Mail Rates to Great Britain, D.F. 1713

The following notice was telegraphed to all offices on the 29th. January, 1947:—

"Effective 1st. February, 1947, the air mail rate from Newfoundland to Great Britain and Northern Ireland will be reduced to 20 cents per half ounce for letters and 10 cents for postcards. The 10 cent air letter service will remain unchanged.

"Air mail rates to Eire, Europe and other places via Great Britain are at present under review and a further announcement in this regard will be made at a later date."

Air Mail Rates to United States, D.F. 1713

Postmasters are reminded that the air mail rate from Newfoundland to the United States is 10 cents for each half ounce or fraction thereof. Numbers of letters addressed to the United States and endorsed Airmail continue to be received at Gander and St. John's bearing only seven cents. These letters are sent forward by surface means.

Postmasters must not send short paid air mail letters to Gander or St. John's. These items should be included in the ordinary surface mails unless the sender is known when he may be asked for the additional postage.

Letters Containing Coin, D.F. 1005

To Addresses in Newfoundland

Letters containing coin addressed to places within Newfoundland must be sent by registered post. If detected in the ordinary mail they must be compulsorily registered and taxed the amount of the registration fee.

To Addresses Abroad.

The regulations do not permit of the enclosing of coin in letters to addresses abroad. If any such letter is detected in the mail it must, if the name and address of the sender is shown, be returned to the sender endorsed: "Returned. Contains Coin." If the name and the address of the sender is not shown on the cover the letter should be sent to the Dead Letter Office, G.P.O. St. John's, endorsed: "D.L.O. Contains Coin."

Service to Japan, D.F. 1306

Unregistered letters and non-illustrated postcards written in English, French, Portuguese, Russian, Spanish, Chinese, Korean or Japanese may now be accepted for transmission to Japan by surface route. Service extends to Islands Honshu, Kyushu, Shikoku, Hokkaido only. Business correspondence limited to ascertaining facts and exchanging information preparatory to the resumption of trade as soon as conditions permit.

Gift Service to Albania and Bulgaria, D.F. 1306

Gift parcel post service from the United Kingdom to Albania and Bulgaria has been resumed subject to the following conditions.

- (1) Limit of weight is twenty-two pounds.

13th February, 1947

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- (2) Only one parcel per week from the same sender to the same addressee.
- (3) Contents are limited to such essential items as non-perishable fish-foods, soap, home knit clothing and mailable medicines.
- (4) No writing or printed matter of any kind may be included.
- (5) A customs declaration is required on each parcel. Declaration and Parcel must be clearly marked "Gift."

The following rates apply in connection with parcels to:—

Albania:

Up to 2 pounds	\$1.92
Up to 3 pounds	2.34
Up to 7 pounds	2.70
Up to 11 pounds	3.42
Up to 22 pounds	6.24

Bulgaria:

Up to 2 pounds	\$1.56
Up to 3 pounds	1.98
Up to 7 pounds	2.34
Up to 11 pounds	3.06
Up to 22 pounds	5.64

Parcel Post Rates to Sweden, D.F. 1722

Sea Service from United Kingdom to Sweden is now provided entirely by Swedish ships and it is therefore possible to amend the parcel post rates. The following rates will apply:—

Up to 2 pounds	\$.98
Over 2 pounds and up to 3 pounds	1.56
Over 3 pounds and up to 7 pounds	1.92
Over 7 pounds and up to 11 pounds	2.82
Over 11 pounds and up to 22 pounds	4.92

TELEGRAPHS

All America Cables (Commercial) Opens Direct Radio Telegraph Circuit Between Lima, Peru and Oslo, Norway, D.F. 2510

Advice has been received from the Commercial Cable Company that the All America Cables has opened a direct Radio Telegraph circuit between Lima, Peru, and Oslo, Norway.

Service with Netherlands East Indies, D.F. 1306

Advice has been received that service of letter telegrams (via Imperial) has been resumed with the Netherlands East Indies.

Change of Routing, D.F. 3413T

As from the 6th. February, the following offices, formerly repeated for by Corner Brook, will work direct with St. John's:—

Deer Lake, Bonne Bay, Curling, Spruce Brook, Stephenville Crossing, Harmon Field, Port Au Port, Aguathuna East and Aguathuna West.

As from the 3rd. February, Corner Brook, instead of Deer Lake, became the connecting office for Pasadena.

Service Messages, D.F. 2414

Attention is again called to the necessity for replying promptly to service message enquiries respecting telegrams already transmitted.

Service messages generally result from incomplete or incorrect service and in consequence it is essential that they should be handled with the utmost promptness.

Telegrams Subject to Delay Owing to Interruptions, D.F. 2414

It is noted that the regulations which stipulates that in the event of telegrams being subject to delay owing to interruptions at any stage in their transmission, the remarks "delay line trouble" shall be transmitted after the check, is not being strictly adhered to. In future receiving operators will be held equally responsible for failures in respect of this essential regulation.

The remarks must be transmitted in full; not merely the abbreviation D.L.T.

Telegraph Traffic January, D.F. 3034

Class	1946	1947	Increase	Decrease
Paid telegrams including Priority....	63,991	69,876	5,885	
Priority....	9,076	9,220	144	
Phono-telegrams (estimated)....	1,603	1,700	97	
Total Paid Traffic....	65,594	71,576	5,982	
Deadhead and Service Messages....	9,602	8,204		1,389
Message Equivalent Public Despatch....	4,650	3,900		750
Total Traffic....	79,846	84,589	4,743	

During the month 5 complaints were received and dealt with. In 4 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 9 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 13, 8 and 6.

ACCOUNTING

Stolen U.S. Money Order Forms, D.F. 4111

The following United States Postal Money Order forms have been reported stolen:—

New York, A.P.O. 125 Branch, N. Y.....	57,517 to 57,521
New York, A.P.O. 809 Branch N. Y.....	53,601 to 53,800
Bristol, MD.....	23,649 to 24,000
Galesburg, Ill. Sta 4.....	22,350 to 22,400

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

St. Ours, P.Q.....	162-55001 to 162-55200
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Special Allowance for Radio Licence Collections, D.F. 4012

Renewed attention is called to the notice at page 1655 of the Post Office Circular with reference to Allowances for the collection of Radio Licences. All claims for the period ending 30th. June, 1946 and the 31st. December, 1946 must be forwarded to the Chief Accountant as soon as possible. All claims for licences collected in 1946 must be received at Head Office before the 31st. March, 1947.

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POST OFFICE



CIRCULAR.

THURSDAY, 27th FEBRUARY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Gander	Mr. Robert Hardy to be Assistant as from the 11th February, 1947.
Corner Brook	Mr. George Tobin to be Messenger as from the 21st January, 1947.
✓ Cappahayden	Mrs. Ethel Murphy to be Postmistress and Telephone Attendant as from the 1st February, 1947.
✓ Pouch Cove	Miss Irene Easterbrook to be Postmistress as from 1st February, 1947.
Miles Cove	Mrs. Edgar Reid to be Telephone Attendant as from the 27th January, 1947.
Prowsetown	Mrs. William Hynes to be Telephone Attendant as from the 9th February, 1947.
✓ Brookfield	Miss Gertrude Mullett to be Postmistress and Telephone Attendant as from the 14th February.
Buchans	Miss Winnie Watkins to be Assistant as from the 14th February, 1947.

PROMOTIONS

Corner Brook	Miss Joan Collins, Messenger, to be Learner as from the 21st January, 1947.
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TRANSFERS

St. John's	Miss Margaret Flynn, Assistant Corner Brook, to be Operator St. John's as from the 10th February.
St. John's	Miss Doreen Hynes, Assistant Corner Brook, to be Operator St. John's as from the 10th February.

OFFICES OPENED

Miles Cove	A Telephone Office was opened at Miles Cove on the 27th January, 1947. The telegraph connecting office is Pilley's Island.
Prowsetown	A Telephone Office was opened at Prowsetown on the 9th February. The telegraph connecting office is St. Kyrans.

FACILITIES INSTALLED

Glenwood A long distance telephone was installed at Glenwood connected to Gander Exchange on the 17th February, 1947.

VACANCIES

Indian Islands Applications addressed to the Secretary will be accepted up to the 6th March, 1947, for the position of Postmaster and Operator, at a salary of \$744.00 per annum, including cost of living bonus.

Hickman's Harbour Applications addressed to the Secretary will be received up to the 13th March, 1947, for the position of Postmaster and Operator at a salary of \$720.00 per annum including cost of living bonus.

LaScie Applications addressed to the Secretary will be received up to the 27th March, 1947, for the position of Postmaster and Operator at a salary of \$870.00 per annum, including cost of living bonus.

MAILS

Air Letter Forms, D.F. 4700

It has come to notice that the blue Air Letter Form which is being used to a great extent for communication with the United Kingdom, is being supplied to mailers in excessive quantities. The present position is such as to make it most difficult to secure adequate stocks of this form and as they are supplied free of charge indiscriminate distribution results in there being short supplies for offices at which forms are required for general use, as well as in increased cost to the country generally.

Postmasters must see that greater care is taken in the distribution of Air Letter Forms. No customer should be allowed more forms than he actually requires and any tendency towards wastage should be discouraged in every way.

Air Mail Rate from United Kingdom to Newfoundland, D.F 1713

The United Kingdom Post Office Administration advise that the air postage rate from the United Kingdom to Newfoundland has been fixed at one shilling per $\frac{1}{2}$ ounce for letters and six pence each for post cards. The rate on air letters from the United Kingdom to Newfoundland remains at six pence.

Delivery of Government Cheques, D.F. 1000

It has come to notice that a cheque, issued by the Department of Public Health and Welfare for an allowance to a Widow, was delivered by a Postmaster who was fully aware that the person had re-married and therefore no longer entitled to a widows allowance.

The co-operation of all officials is requested in the prevention of future cases of this nature. Cheques from Government Departments must not be delivered where it is known that a widow has re-married or delivered to a member of a pensioner's family where it is known that the pensioner is deceased. When such cheques are undelivered notification should be sent immediately to the Department concerned stating the reason for withholding the cheques and requesting instructions. It should be noted that the notification must be sent through the Secretary of this Department.

27th February, 1947

1671

TELEGRAPHS

Press Rate to Newfoundland Labrador, D.F. 2420

Effective the 22nd February Press Rate between Newfoundland and Newfoundland-Labrador will be one cent per word with minimum of sixty words.

Ice Intelligence Service, D.F. 2415

Daily reports by collect telegram in connection with this service for the Department of Natural Resources from the following offices commenced on the 13th February:—

Bay De Verde, Grates Cove, Bonavista, Newtown, Fogo, Twillingate, LaScie, Horse Island, Harbour Deep, Groais Island, Conche, Griquet, Cocks Harbour, Port Aux Basques, Isle Aux Morte, Ramea, Belle Isle, Point Amour, Battle Harbour, Cartwright and Hopedale.

Acceptance of Telegrams Near Closing Time and on Sundays and Holidays, D.F. 2412

The senders of telegrams who hand them in after 5.30 p.m. on regular working days, and after 11 a.m. on holidays, should be informed that ordinarily such telegrams are likely to remain undelivered until the following morning and senders should be requested to file their telegrams before these times in order to assist the Department in its effort to provide a reasonably good telegraph service.

It should be noted that only telegrams of a strictly urgent nature may be accepted for transmission on Sundays or holidays to which Sunday hours apply, e.g. Christmas Day,

MacKay Radio (Commercial) Establishes Direct Radio Telegraph Communication Between New York and Sofia, Bulgaria, D.F. 2510

Advice has been received from the Commercial Cable Company that MacKay Radio has established direct Radio Telegraph communication between New York and Sofia, Bulgaria.

Direct Telegraphic Communication Established Between Soviet Russia and the Peoples Republic of Mongolia, D.F. 1306

Advice has been received that direct telegraph communication has been established between Soviet Russia and the Peoples Republic of Mongolia.

ACCOUNTING

Remittances to Cashier, D.F. 4006

It has been noticed that many Postmasters forward quantities of coppers and other coins, to the Cashier at Head Office, loose in an envelope. It will be appreciated that with a remittances of \$5.00 or \$10.00 in coppers only a great deal of work is involved in checking and rolling these coppers in rolls of 50 cents.

It is requested that coins be rolled where there are sufficient of each kind to roll. The following table shows the amount which should be rolled for each coin:

Coppers to the value of	50 cents
5c. to the value of	\$ 2.50
10c. to the value of	5.00
20c. to the value of	10.00
25c. to the value of	10.00
50c. to the value of	10.00 or 20.00

Each roll should show on the outside the amount and the coin, e.g. \$10.00 in 20s

Cheques, D.F. 4006

The Cashier reports that considerable inconvenience and trouble is caused by Postmasters failing to observe a few simple points in regard to cheques which are included in remittances.

For the guidance of officials the following points should be borne in mind when dealing with cheques:

- (a) First and most important is the fact that each and every official who accepts cheques from the public in return payment of postage, duty, etc., does so at his own risk. The Postmaster is held responsible for any cheque, remitted by him, which may be refused for any reason by the Bank on which it is drawn. It is suggested that for the Postmaster's protection cheques should not be accepted unless certified by the Bank.
- (b) The amount in figures and figure words must agree.
- (c) The endorsement must be exactly the same as the name shown on cheque.
- (d) Cheques drawn on Outport banks and sent to St. John's are liable to discount of one tenth of 1% (minimum discount of 10 cents). Only cheques in excess of \$100.00 the discount will exceed 10 cents. Full particulars regarding discounts on cheques will be found at page 1475 of the Post Office Circular.
- (e) Endorsement of cheques by persons unable to write should be made by the person making an "X" and have the endorsement witnessed by two persons who should write their names in full and show their addresses.
- (f) Cheques from firms requiring the signature of two members of the firm must not be accepted unless both signatures are shown.
- (g) Stamps must be affixed to cheques. For amounts up to \$99.99, three cents are required and \$100.00 and over five cent stamp.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Chicago, Sta. 112, Ill.	334,256 to 334,400
Quincy, Sta. II, Ill.	504,815 to 505,000

POST OFFICE



CIRCULAR.

THURSDAY, 13th MARCH, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

<u>Red Head Cove</u>	Mrs. Andrew J. Hyde <u>to be Postmistress</u> as from the 1st March, 1947.
<u>Wild Cove, W.B.</u>	Mr. Chesley Pardy <u>to be Postmaster and Telephone Attendant</u> as from the 24th February.
<u>Engineering Branch</u>	Mr. Francis F. Moores <u>to be Youth-in-Training</u> as from the 4th March, 1947.
✓ <u>Indian Islands</u>	Mrs. Kenneth Frampton <u>to be Postmistress and Operator</u> as from the 12th March, 1947.

TRANSFER

✓ <u>Curling</u>	Mr. J. S. Roberts, <u>Postmaster and Operator, Millertown,</u> <u>to be Postmaster and Operator at Curling</u> as from the 1st March, 1947.
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OFFICE OPENED

<u>Wild Cove, W.B.</u>	<u>A Postal (non-Money Order) and Telephone Office was opened</u> at Wild Cove, W.B., on the 24th February, 1947. The nearest Money Order Office is Seal Cove, W.B., which is also the telegraph connecting office.
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OFFICE CLOSED

✓ <u>Northern Arm</u>	The Post Office at Northern Arm <u>was temporarily closed</u> on the 6th March, 1947. Mail and telegraph items for this office will be handled at Botwood until further notice.
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VACANCIES

<u>Millertown</u>	Applications addressed to the Secretary will be received up to the 27th March, 1947, for the position of Postmaster and Operator. Salary \$1040.00 per annum.
<u>Windsor</u>	Applications addressed to the Secretary will be received up to the 27th March, 1947, for the position of Postmaster and Operator. Salary \$1140.00 p.a.

Hickman's Harbour Applications addressed to the Secretary will be received up to the 27th March, 1947, for the position of Postmaster and Operator. Salary \$720.00 per annum.

MAILS

Postal Service to Germany, D.F. 1306

Newspapers, Periodicals and Books may now be accepted for transmission by post to the British and American Zones of Germany and to the British Sector of Berlin. They may not be sent to the French or Russian Zones of Germany or to any sector of Berlin other than the British Sector.

Rates are the same as for other countries. The limit of weight is four pounds. No message of any sort may be enclosed or added.

Post Office Guide, D.F. 3033

With this issue of the Post Office Circular, you will receive copies of the Post Office Guide for display in your office and the lobby. Only the most essential rates are quoted. For any other rate, refer to the regular rate book.

Postmasters should see that these Post Office Guides are kept clean. Replacements may be obtained by requisitioning from the Stores Department, G.P.O.

Treatment of C.O.D's at Office of Delivery, D.F. 1016

Unnecessary inconvenience is being caused through failure of some Postmasters to comply with regulations governing the delivery of C.O.D. parcels, which are again repeated in part for the benefit of those guilty of this misdemeanour:

"The number of days during which a C.O.D. parcel may be retained at the office of delivery is seven. After that, if not delivered the parcel should be returned to the office of mailing."

Full instructions governing C.O.D's at office of delivery may be found on page 66 of the Post Office Circular, dated 11th March, 1937.

Re-forwarding of Misassorted Mail, D.F. 1506

There appears to be a laxity on the part of some Postmasters to re-forward, by the following mail, any misassorted mail that may be received at their office. This results in both unnecessary enquiries and delay.

An Inspector recently discovered twelve parcels at a Post Office which had been on hand over a period of months which the Postmaster had neglected to re-despatch to the correct office of destination.

Apart from the inconvenience caused to the addressees, considerable unnecessary enquiries, from both the Accounts Branch and Inspection Branch, were made in connection with these parcels. The attention of all officials is therefore called to the important procedure of re-despatching any misassorted mail immediately.

Newfoundland Government Bulletin, D.F. 3039A

The Public Relations Officer of the Commission of Government issues a monthly bulletin which is transmitted to persons all over Newfoundland. Reports received from different Post Offices would indicate that a number of these bulletins are addressed to persons who are deceased or who have left their native settlements.

All Postmasters should, upon receipt of the Government Bulletin, make a list of those which are undeliverable showing after each name the reason why the items cannot be delivered. This list should be forwarded to the Public Relations Officer, Commission of Government, St. John's, Newfoundland. A copy should be kept on file at the Post Office concerned and another copy sent to the Chief Inspector, Department of Posts and Telegraphs, St. John's.

Enquiries and Complaints Relative to Items of Mail, D.F. 1600

In order to facilitate and accelerate the handling of enquiries and complaints in respect of items of mail, and to ensure that sufficient information is supplied with each enquiry made, the Department has introduced special enquiry and complaint forms which will be distributed to all Post Offices.

A notice is being published in the press and broadcast over the radio advising the public of this and asking that persons wishing to make enquiry or complaint do so at their local Post Office. Copies of this notice are being forwarded to all Post Offices to be exhibited in the public lobby. These notices must be exhibited in a prominent place and when they become disfigured fresh copies should be requisitioned from the Controller of Stores.

There are, at present, three forms, namely:—

Form No. 1411—"Enquiry respecting a Registered or Insured item of mail."

Form No. 1412—"Particulars to be furnished in case of an enquiry in respect of an ordinary (unregistered) item of mail."

Form No. 1415—"Complaint of delay in delivery of an item of mail."

Enquiries respecting the failure in delivery of an item of mail should be normally made by the sender at the office of posting. Should such enquiry be made by an addressee every effort should be made to obtain the full particulars required. The addressee should be informed that before the enquiry can be proceeded with the matter must be referred to the Post Office at which the item was posted through the Headquarters of this Department and, if the item originated outside of Newfoundland, through the Head Office of the other Post Office Administration concerned. He should be further advised that the enquiry would be facilitated were he to write the sender and ask him to make enquiry at the office of posting. If, however, the addressee wishes to make the enquiry himself all possible particulars should be taken and the enquiry forwarded to the Chief Inspector, G.P.O., St. John's.

The forms are, on the face of them, self explanatory but, for the additional guidance of Postmasters, brief instructions as to their use are given below:—

A.—FORM NO. 1411:

Enquiry respecting a Registered or Insured item of mail

This form is for use in connection with the failure in delivery of a Registered or Insured item. Postmasters should study carefully the instructions at the foot of the front of the form. When completed, as far as possible at the office at which the enquiry is made, the form must be forwarded to the Chief Inspector. The form should be completed in duplicate and one copy retained on the Postmasters files. Upon completion of the enquiry its result will be communicated to the complainant through the Postmaster at which office the enquiry was made.

As C.O.D. parcels are insured this form is for use in connection with such parcels. Enquiries in connection with C.O.D. parcels should show the C.O.D. value and the insured value.

B.—FORM NO. 1412

Particulars to be furnished in case of an enquiry in respect of an ordinary (unregistered) item of mail.

As in the case of Form No. 1411, all possible particulars should be provided and the form sent by first mail from the Post Office at which the enquiry is made to the Chief Inspector. It must also be prepared in duplicate.

Persons making enquiries in respect of ordinary items should be advised that as no record is kept of such items it is extremely difficult to trace them. They should be informed that the Department cannot normally accept liability in respect of ordinary items and advise them to send items of value by registered or insured mail.

C.—FORM NO. 1415

Complaint of delay in delivery of an item of mail.

This form is for use in connection with delays only. In all cases the cover or wrapper of the item concerned should, if at all possible, be forwarded with the complaint to the Chief Inspector. Complainants should be advised that in the absence of the cover it is impossible to determine the cause of the delay or the office at which it occurred.

Damage. No form is, as yet, available for use in case of complaints of damage. A form for this purpose will be sent forward in due course. In the meantime Postmasters receiving complaints relative to damage to an item of mail should write the Chief Inspector giving the following particulars:—

- (1) Nature of article.
- (2) Was it registered, insured or C.O.D.?
- (3) Number, if any?
- (4) Insured and/or C.O.D. value.
- (5) Actual contents and value.
- (6) Where posted.
- (7) Date of Posting.
- (8) Name and address of sender.
- (9) Name and address of addressee.
- (10) Date of delivery.
- (11) Outward condition of parcel when received at office of delivery.
- (12) Outward condition of parcel when delivered.
- (13) Was the complaint made at the time of delivery?
- (14) If not, when was it made?
- (15) Nature of damage.
- (16) Value of damage.
- (17) Description of container in which article packed.

The Department cannot accept liability in respect of damage unless it can be clearly shown that such damage was caused by mishandling in the Service and was in no way contributed to by faulty or inadequate packing. In such cases liability may be accepted in respect of Registered or Insured items but only in most exceptional circumstances may liability be accepted in respect of ordinary items. In no circumstances will liability be accepted in respect of items which were in outwardly good condition when delivered. Complainants should be advised accordingly.

In all cases of complaints of damage the cover or wrapper must accompany the complaint and the Postmaster must see the damaged item in order to be in a position to certify the correctness of the statements made.

Replies to all enquiries and complaints will be made through the Postmasters through whom they were made.

TELEGRAPHS

Ice Intelligence Service, D.F. 2415

With reference to the notice on page 1671 of the Post Office Circular, daily reports of weather and ice conditions are being forwarded to the Department of Natural Resources from the following additional offices St. George's, Codroy, Aguathuna East, Bonne Bay, Port Saunders, and Flowers' Cove, as from the 1st March, 1947.

Service with Yugoslavia, D.F. 1306

Advice has been received that telegrams in Commercial codes may be accepted for Yugoslavia provided the correspondents in Yugoslavia have previously secured permission from that country's government authorities for the use of such codes. The name of the code used must appear in the preamble of telegrams. All telegrams are accepted at senders risk.

POST OFFICE



CIRCULAR.

THURSDAY, 27th MARCH, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- ✓ Otters Point Mrs. F. Melbourne to be Postmistress as from the 24th November, 1946.
- St. John's Mr. James S. Mills to be Clerk, Grade III, as from the 10th March, 1947.
- St. John's Mr. John Charles Taylor to be Porter as from the 18th March, 1947.
- St. John's Mr. Robert J. Smith to be Watchman as from the 12th March, 1947.

TRANSFERS

- ✓ Cape La Hune Miss Audrey Banfield, Messenger-Assistant Burgeo, to be Postmistress and Operator Cape La Hune as from the 8th March, 1947.
- ✓ Gaultois Mr. Calvin Snow, Postmaster and Operator, Cape La Hune, to be Postmaster and Operator Gaultois as from the 8th March, 1947.
- Rencontre East Miss Lorina Rielly, Postmistress and Operator Gaultois, to be Postmistress and Operator Rencontre East as from the 11th March, 1947.
- St. John's Mr. Ralph Dawe, Clerk, Grade III, to be Skilled Workman, Class III, as from the 1st March, 1947.

PROMOTION

- St. John's Mr. Daniel Wall, Porter, to be Clerk, Grade III, as from the 18th March, 1947.

OFFICE OPENED

- ✓ Otters Point A Post Office (non-Money Order, non-Telephone) was opened at Otter's Point on the 24th November, 1946. The nearest Money Order and Telegraph Office is Grand Bruit.

POST OFFICE CIRCULAR INDEX, D.F. 3032

With reference to the notice at page 1653 of the Post Office Circular of the 2nd January, 1947, in connection with the Index of the Post Office Circular for the year 1946, pages 1549 to 1652, the index has now been forwarded to all offices together with the new Post Office Guide and the Post Office Circular for 13th March, 1947. The Circulars to which this index refers should be bound together in numerical order and kept in a convenient place for easy reference.

MAILS**Reporting Short Payment of Postage on Parcels, D.F. 1704**

Postmasters at distribution offices and Mail Officers on the Railway and Steamships should scrutinize all local parcels passing through their hands and weigh all suspected of not being fully prepaid. Short payment of postage results in a loss of revenue to the Department and special attention should be given to this matter.

A list of short paid parcels, showing the offices of posting, the name and address of the addressee, the weight of the parcel, the amount due to have been paid in respect of Insurance and C.O.D. fees, if any, the total postage paid and the amount due, should be forwarded to the Chief Accountant for charging to the office of origin. Special attention should be paid to C.O.D. and Insured Parcels.

As in practically every case parcels are posted over the counter and weighed by the official before stamps are affixed, there can be no excuse for the acceptance of parcels which are short paid in postage. All parcels must be weighed either at the time of acceptance or at the time of posting. Should a parcel which for some reason beyond the control of the Postmaster was not weighed at the time of posting be found to be short-paid, the sender should be notified accordingly and advised that the parcel will not go forward until the deficiency is made good.

In future Postmasters will be charged with the amount of postage found to be short on any parcel originating at their offices.

Postal Service to Germany, D.F. 1306

With reference to the notice appearing on page 1674 of the Post Office Circular of the 13th March, 1947, it is notified that the maximum weight of letters and letters packets to all parts of Germany is now one pound. Letters may be sent by air or surface means. Business communications must be confined to ascertaining facts and exchanging information.

Registration facilities are not yet available.

Despatch of Mails by Newfoundland Aero Sales and Services Ltd.

An arrangement has been made with the Newfoundland Aero Sales and Services, Ltd., whereby they will convey by air any mail which may be offering to any settlement to which they are making a trip. The arrangement is that the Newfoundland Aero Sales notify the Postmaster at the place from which they are to leave and he in turn will pass over any mail on hand for the place of destination or which would normally pass through the place of destination. Letter mails only should be sent by this means. The Company has been given a letter of authorization which should be presented to the Postmaster before mail is delivered.

TELEGRAPHS**Telegrams Between Local Radio Telephone Coast Stations and Vessels Equipped with Radio Telephone, D.F. 2426**

Effective the 1st March, 1947, telegraph service became available to and from vessels equipped with Radio Telephone via the Department's Radio Telephone Coast Stations at St. John's Ramea, Comfort Bight and Hawke's Harbour, under the same conditions as to method of counting and charging as apply in the case of telegrams to and from ships equipped with Radio Telephone.

27th March, 1947

1679

i.e., the address and signature will be counted and charged for. The rates for telegrams between Newfoundland vessels and points in Newfoundland are as follows:—

Via Belle Isle	14 cents per word
Via Cape Race	12 cents per word
Via St. John's and Ramea Stations	7 cents per word
Via Comfort Bight and Hawke's Harbour Stations	9 cents per word

A list of Newfoundland vessels fitted with Radio Telephone apparatus as at this date is given below:—

NAME	CALL SIGN	FREQUENCY	OWNERS
S.S. Eagle	V.O.L.Z.	600, 705, 800 Meters. 2206, 2182, 2134, 2126, 2118 Kc/s.	Bowring Bros., Ltd. St. John's.
M/V Marvita	V.O.C.B.	2118, 2126, 2142, 2166, 2182 Kc/s.	Department of Customs, St. John's.
M/V Shulamite	V.O.C.F.	2118, 2126, 2142, 2166, 2182 Kc/s.	Department of Customs, St. John's.
M/V Point May	V.O.C.K.	2182, 2126, 2118 Kc/s.	Department of Customs, St. John's.
M/V Winnifred Lee	V.O.C.L.	2142, 2118, 2166, 2182, 2126 Kc/s.	Capt. J. Winsor, Dept. Natural Resources
S.S. Random	V.O.G.V.	2142, 2118, 2166, 2182, 2206 Kc/s.	Newfoundland Railway, St. John's.
M/V O.K. Service	V.O.G.Z.	2110, 2134, 2206 Kc/s.	Himmelman Supply Co., LeHave, N.S.
M/V J. H. Blackmore	V.O.K.S.	2192, 2166, 2142, 2126, 2118 Kc/s.	J. H. Blackmore, Port Union.
M/V Mustang	V.O.N.K.	2182, 2118, Kc/s.	Fishery Products Ltd., St. John's.
M/V Linda May	V.O.N.M.	2166, 2142, 2118, 2126, 2182.	Crosbie & Co., St. John's.
M/V Ice Hunter	V.O.M.L.	2166, 2142, 2182, 2118.	Bowring Brothers, St. John's.
M/V Robert Esdale	V.O.N.P.	2134, 2182, 2206.	W. W. Wareham, St. John's
M/V Morelos	V.O.F.L.	2142, 2118, 2126, 2182.	Olsen Whaling & Sealing, St. John's.
M/V Western Explorer	V.O.F.B.	2182, 2142, 2126.	Herring Unlimited, St. John's
M/V Eastern Explorer	V.O.N.S.	2182, 2142, 2126.	Herring Unlimited, St. John's
M/V Gun V1	V.O.N.R.	2142, 2118, 2126, 2182	Olsen Whaling and Sealing, St. John's.
M/V Denmo	V.O.K.N.	2206, 2134, 2182.	Hollett Sons & Co., Ltd., Burin.
M/V Zebu	V.O.N.Z.	2182, 2118, 2126.	Fishery Products Ltd., St. John's
M/V Zibet	V.O.N.X.	2182, 2118, 2126.	Fishery Products Ltd., St. John's
M/V Keith V. Collin	V.O.K.Z.	2182, 2118, 2134, 2206	Hollett Sons & Co., Ltd., Burin.
M/V Autauga	V.O.P.B.	2182, 2118, 2126	Augot Fisheries Ltd., Harbour Breton
M/V Dorothy	V.O.P.D.	2182, 2166, 2142, 2118, 2126.	Thos. Garland Ltd., Gaultois.
M/V Fredam	V.O.F.V.	2134, 2182, 2206	G. & A. Buffett, Ltd. Grand Bank.
M/V Investigator II	V.O.N.Q.	2182, 2126, 2142, 2118, 2134.	Dept. Natural Resources St. John's.
M/V Pauline C. Winters	V.O.F.C.	2118, 2142, 2166, 2182, 2126.	G. & A. Buffett Ltd., Grand Bank.
M/V Nina M. Corkum	V.O.G.R.	2118, 2142, 2166, 2182, 2126.	G. & A. Buffett Ltd., Grand Bank.

M/V Twillingate	V.O.N.V.	2118, 2142, 2182, 2126, 2206	Newfoundland Railway, St. John's.
M/V Bessie Marie	V.O.K.L.	2118, 2142, 2166, 2182, 2126, 2134.	Ashbournes Ltd., Twillingate.
M/V Herbert L. Rawding	V.O.N.C.	2182, 2206, 2198, 2134, 2670, 2118, 1650.	A. Wareham & Sons, St. John's.
M/V Clarendville	V.O.M.Q.	2206, 2182, 2134, 2126, 2118.	Newfoundland Railway, St. John's.
M/V Ferryland	V.O.N.J.	2206, 2182, 2134, 2126, 2118.	Newfoundland Railway, St. John's.
M/V Harold Guy	V.O.P.K.	2118, 2126, 2182.	S. Piercey, Grand Bank.
M/V Norma Marilyn	V.O.P.L.	2118, 2126, 2182.	Chesley Boyce, Jersey Hr.
M/V Marlorita	V.O.P.M.	2118, 2126, 2182.	John Penny & Sons, Ramea.
M/V Pennyson I.	V.O.P.N.	2118, 2126, 2182.	John Penny & Sons, Ramea.
M/V Placentia	V.O.N.I.	2206, 2182, 2134, 2126, 2118.	Newfoundland Railway, St. John's.
M/V Lady MacDonald	V.O.P.Q.	2206, 2182, 2166, 2126, 2118.	Henry Stone, Monroe T.B.
M/V Catalina Trader	V.O.P.J.	2182, 2166, 2126.	S. W. Mifflin Ltd., Catalina.
M/V Norma L. ^{Conrad Bayre 1683} Trader	V.O.P.R.	2134, 2182, 2118, 2126.	Harold B. Dawe, Cupids, C.B.
M/V Trinity North	V.O.J.G.	2134, 2206, 2182, 2118, 2126.	Hollett Sons & Co., Ltd., Burin
M/V Golden Glow	V.O.J.L.	2134, 2206, 2182, 2118, 2126.	Hollett Sons & Co., Ltd., Burin
M/V Codroy	V.O.N.B.	2134, 2182, 2118, 2206, 2126.	Newfoundland Railway, St. John's.

CHANGE IN TIME IN GREAT BRITAIN

Advice has been received that as from 2 a.m. 16th March, time was advanced one hour and that it will be advanced an additional hour as from 2 a.m. 13th April, 1947.

TELEGRAMS FOR BAHAMAS, D.F. 1306

Advice has been received that telegrams for Bahamas must contain sufficient particulars of addressee, or a telegraphic address, to ensure delivery.

SERVICE WITH DUTCH EAST INDIES, D.F. 1306

Advice has been received that the Letter Telegram Service with the Dutch East Indies has been suspended until further notice.

TELEGRAPH TRAFFIC FEBRUARY, D.F. 3034

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	56,199	58,335	2,136
Priority	7,865	7,970	105
Phono-telegrams	1,728	2,000	272
Total Paid Traffic	57,927	60,335	2,408
Deadhead and Service Messages	8,227	7,558	669
Telegram Equivalent Public Despatch	4,950	3,060	1,890
Total Traffic	71,104	70,953	151

During the month 9 complaints were received and dealt with. In 7 cases the service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 4 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 8, 6 and 4.

POST OFFICE



CIRCULAR.

THURSDAY, 10th APRIL, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

<u>Seal Cove, C.B.</u>	Mrs. James Dawe <u>to be Postmistress</u> as from the 1st April, 1947.
<u>South Brook</u>	Mrs. W. E. Rice <u>to be Postmistress</u> as from the 15th March, 1947.
✓ <u>Port Rexton</u>	Mr. Thomas Randell <u>to be Postmaster</u> and Telephone Attendant as from the 15th March, 1947.
✓ <u>Hickman's Harbour</u>	Mr. George Sweetapple <u>to be Postmaster</u> and Operator as from the 27th March, 1947.
✓ <u>Peter's River</u>	Mrs. Augustine Hicks <u>to be Postmistress</u> and Telephone Attendant as from the 1st April, 1947.
✓ <u>Jamestown</u>	Miss Emma Ash <u>to be Postmistress</u> and Telephone Attendant as from the 6th April, 1947.
✓ <u>Cavendish</u>	Mrs. Penninah Jackson <u>to be Postmistress</u> and Telephone Attendant as from the 1st April, 1947.
<u>Ship Harbour, P.B.</u>	Mrs. Mary B. Power <u>to be Postmistress</u> and Telephone Attendant as from the 1st April, 1947.
<u>Lush's Bight</u>	Miss Minnie Caravan <u>to be Postmistress</u> and Telephone Attendant as from the 1st April, 1947.
Engineering Branch	Mr. Jack Wiseman <u>to be Youth-in-Training</u> as from the 22nd March, 1947.
Lamaline	Miss Joyce Bonnell <u>to be Messenger-Assistant</u> as from the 21st March, 1947.
✓ <u>Lance Cove, Bell Island</u>	Mrs. M. T. Hammond <u>to be Postmistress</u> as from the 10th March, 1947.
Burgeo	Mr. Finlay Bagg <u>to be Assistant</u> as from the 24th March, 1947.
<u>Tilt Cove</u>	Mrs. Lester Short <u>to be Postmistress</u> and Telephone Attendant as from the 1st April, 1947.
<u>Upper Amherst Cove</u>	Mrs. Walter Brown <u>to be Postmistress</u> and Telephone Attendant as from the 1st April.

PROMOTIONS

Corner Brook	Mr. Clement Hann, Overseer, <u>to be Assistant Postmaster</u> as from the 21st March, 1947.
Corner Brook	Mr. H. J. Pennell, Assistant, <u>to be Overseer</u> as from the 21st March, 1947.

OFFICE OPENED

- ✓ Lance Cove, Bell Island A Post Office (Money Order) was opened at Lance Cove as from the 10th March, 1947. Postmasters should add this Office to their list of Money Order Offices.
- South Brook A Post Office (non-Money Order) was opened at South Brook on the 15th March, 1947. The nearest Money Order and Telegraph Office is Springdale.
- Upper Amherst Cove The Telephone Office at Upper Amherst Cove was converted to Postal (non-Money Order) and Telephone as from the 1st April, 1947. The nearest Money Order Office is Newman's Cove and the Telegraph connecting Office is Bonavista.

FACILITIES INSTALLED

- Colinet A telephone was installed at Colinet on the Avalon Telephone Company system as from the 20th December, 1946. Telegraph traffic will circulate through Whitbourne.

MAILS

Issue of New Four Cent Postage Stamp, D.F. 1200

A new Postage Stamp of the four cent value depicting the latest photograph of Her Royal Highness the Princess Elizabeth will be issued on the 21st April, 1947. An endeavour will be made to send supplies to all offices in advance of that date. The new stamps however **must not be sold to the public before the 21st April** and severe disciplinary measures will be taken against any Postmaster who disregards this important instruction.

On each package containing these stamps a distinctive label will be affixed as follows:—
"Not to be opened until 21st April, 1947."

If large orders are received from individuals the Postmaster should make a special requisition for these orders accompanied by the cash and the proper remittance form. It should be pointed out to the individuals concerned that the receipt of the cash will ensure their receiving the order in proper time.

The stocks of the existing four cent stamp should not be returned to Headquarters but should be sold until the supply has been depleted.

ACCOUNTING

Requisitions for Stamps, D.F. 4006

The Cashier has brought to notice that requisitions for stamps have been received the total of which has been in cents. Attention is drawn to item 2 of Instructions to Postmasters which appears on the bottom of the Requisition form. This instruction states that Orders must total in dollars exactly. This instruction also applies to requisitions for Postage Due Stamps and Saleable forms.

Postmasters should bear this instruction in mind when making requisition for these items.

Blank Money Orders, D.F. 4000

It has been observed that many Money Order Books contain some Blank Money Order forms on receipt from the printers and that some Postmasters have issued these blank orders. As all Newfoundland Money Order Forms must show the office of issue, these blank forms cannot be paid at the office on which they are drawn. The issuing of such Orders causes considerable inconvenience and annoyance to both the payee and drawer of the Order.

1947
10th April, 1947

1683

To ensure that none of these blank forms are put into circulation Postmasters should check through each book of Money Orders, immediately on receipt from the Stores Department, and destroy any blank forms which may be found.

Stolen U.S. Postal Money Order Forms, DF 4111

The following United States Postal Money Order Forms have been reported stolen:—

East Craftsbury, Vt.	10584 to 11000
Port Tobacco, Md.	16268 to 16400
Baltimore, Sta. 28, Md.	113273 to 113275
Flat Creek, Ala.	70401 to 71200
Greer, Arlington Rural Sta., S.C.	9795 to 9800

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Lennoxville, P.Q.	176-30435 to 176-30601
(Office numbered "0592")	
Lennoxville, P.Q.	176-30602 to 176-32000
(Not office numbered)	

TELEGRAPHS

Ship-Shore Radio Telephone Service, D.F. 2640

Serious interference with the Ship-Shore Radio Telephone and other services has been caused by ships using their Radio-Telephone apparatus whilst in Newfoundland ports and, in some instances, masters of vessels have refused to carry out the request of the local Postmaster or the Officer-in-Charge of the R/T Coast Station which serves the area, that such illegal transmission should cease immediately.

The operation of R/T or W/T apparatus by ships whilst in any port, except for communication with the shore when it is impossible to do so by boat or otherwise, is a breach of the International Convention governing the operation of apparatus on board ship.

In view of the serious consequences which may result from this practice, any repetition on the part of vessels registered in Newfoundland may compel this Department to cancel the licence of the ships involved without further notice.

A copy of this letter has been sent to the masters of all vessels licensed in this country and Postmasters should report to the Secretary any infringement which may come to their notice.

Newfoundland Vessels Equipped with Radio-Telephone, D.F. 2426

With reference to the list of vessels equipped with Radio-Telephone apparatus, shown on page 1680, the fourth last vessel listed is shown as "M/V Norman L. Trader, owner Harold B. Dawe, Cupids, C.B." This should read "M/V No ma L. Conrad."

Postmasters should make the necessary correction

Rates to Bermuda and Turks Island Via Commercial Cable Company, D.F. 2422

With reference to the notice appearing on page 1615 of the Post Office Circular, the following rates to Bermuda and Turk's Island, via Commercial Cable Company, are now effective:—

Full Rate: 44 cents per word; CDE. 27 cents per word; LC. 22 cents per word; NLT \$3.67 for 25 words or less and 14 2/3 cents for each additional word in excess of 25.

The rates via Anglo and Cables and Wireless remain as at present.

Senders of telegrams must be informed of the fact that the cheaper rates are available via Anglo and via Cables and Wireless.

A notice in connection with the above was telegraphed to all offices on the 3rd April, 1947.

Service with Germany, D.F. 1306

Advice has been received that telegraphic service with the British and United States Zones in Germany has been resumed on the following conditions:—

- (a) Full and Press rates only.
- (b) Telegrams are restricted to personal and social matters. If texts involve business or commercial transactions they can only relate to ascertaining facts or exchanging information.
- (c) Telegrams are accepted at senders risk and the onus as to whether the destination is in British or United States Zones rests with senders.

Certain specified codes are admissible but the name of the code must appear in the preamble.

Permissible languages are:—English, French, Russian and German.

A notice in connection with the above was telegraphed to all offices on the 3rd April, 1947.

All American Cable Company (Commercial) Establishes Direct Radio Telegraph Circuit Between Lima, Peru and Lisbon, Portugal, D.F. 2510

Advice has been received from the Commercial Cable Company that All American Cable Company has established a direct Radio Telegraph Circuit between Lima, Peru and Lisbon, Portugal.

Expeditionary Force Message Service, D.F. 2520

Advice has been received that Expeditionary Force Messages (EFMS) need no longer be accepted at senders risk. Enquiries re delivery, etc., may now be made and notices of non-delivery may be issued.

POST OFFICE



CIRCULAR.

THURSDAY, 24th APRIL, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- ✓ Brighton Mrs. Hubert Fudge to be Postmistress and Telephone Attendant as from the 1st May, 1947.
- Botwood Mr. Kenneth Reid to be Messenger as from the 1st April, 1947.
- Southern Bay Mrs. James Mouland to be Postmistress and Telephone Attendant as from the 17th April, 1947.
- St. John's, G.P.O. Miss Annie Snow to be Counter Clerk as from the 1st April, 1947.
- Goose Airport Mr. Kevin Sexton to be Assistant as from the 29th March, 1947.

PROMOTIONS

- Head Office Miss Maisie Cullen, Clerk-Shorthand-Typist, to be Clerk, Grade II, as from the 1st April, 1947.
- Engineering Branch Mr. John J. Young, Skilled Workman Class III, to be Clerk, Grade II, as from the 1st April, 1947.
- Engineering Branch Mr. W. H. Butler, Line Repairer, to be Skilled Workman, Class III, as from the 1st April, 1947.
- ✓ Goose Airport Mr. A. M. Gould, Assistant, to be Postmaster, as from the 1st April, 1947.
- Channel Miss Geraldine Bateman, Messenger, to be Assistant, as from the 1st April, 1947.
- Channel Miss Maisie Walters, Messenger, to be Assistant Junior, as from the 1st April, 1947.

TRANSFER

- Goose Airport Mr. Wesley Foote, Messenger-Assistant Lamaline, to be Assistant as from the 29th March, 1947.

OBITUARY

The Department regrets to announce the following deaths:

Mr. John Baird of St. John's on the 15th March, 1947. Mr. Baird entered the Service in June, 1919, as Assorter in the St. John's General Post Office. He was retired on the 31st August, 1946, on medical grounds.

(See over)

did
Mr. Louis Quinton of Southern Bay on the 14th April, 1947. Mr. Quinton was recalled from retirement to take over the office at Southern Bay in 1942.

SICK LEAVE, D.F. 3001

It appears that many officials are not familiar with the regulations in respect to sick leave. If an official is off duty in excess of four days a medical certificate must be furnished to cover this leave and the certificate should state the nature of the officer's illness. It should be noted that Sundays are counted in sick leave where the official is absent from duty on Saturday and does not resume duty on Monday. For example: If an official reports ill on Saturday at 9 a.m. and does not report for duty until 9 a.m. on Tuesday, three days sick leave are charged. In the event, however, of an official being absent on Saturday but resumes duty on Monday, the Sunday is not counted and only one day is charged.

ANNUAL LEAVE, D.F. 3001

With the approach of the annual leave period arrangements are being made to draft the leave schedule for officials at Outport Offices. In this connection it is requested that Postmasters at Telegraph Offices notify the Staff Clerk as early as possible the names of persons with telegraph qualifications who are willing to relieve. This information will greatly assist the Staff Clerk in arranging leave. It is not necessary for officials to supply names of Operators at present in the Service.

MAILS

Gift Parcels to United Kingdom, D.F. 1013

The Government of the United Kingdom has advised that during the present period of food shortage, Customs duties will not be assessed on gift parcels of food sent to individuals in the United Kingdom.

Parcels of food may not exceed the weight limit of twenty-two pounds.

Magisterial Districts

The following information in respect to magisterial districts is published for information:
ST. ANTHONY: From Partridge Point (exclusive) to Flower's Cove (inclusive) and the whole of Newfoundland Labrador.

Goose Bay: The whole of Newfoundland Labrador.

CORNER BROOK: From Flower's Cove (inclusive) to Cape Ray (exclusive) along the Railway line to Gaff Topsails.

Bonne Bay: From Flower's Cove (exclusive) to Trout River.

St. Georges: From Spruce Brook (inclusive) to Cape Ray (exclusive).

GRAND BANK: The whole district extends from Cape Ray (inclusive) to Tide's Cove (inclusive).

Channel: From Cape Ray (inclusive) to Richards Harbour (exclusive).

Harbour Breton: From Richard's Harbour (inclusive) to Point Enragee.

PLACENTIA: The whole district extends from Tide's Cove (exclusive) to Peter's River.

Marystown: From Tide's Cove (exclusive) to Come By Chance (exclusive) and all the Islands in Placentia, except Red Island, Long Island and Iona Island.

HOLYROOD: The whole district extends from Peter's River (exclusive) to Bay Bulls (inclusive) Bell Island; and from Seal Cove Bridge to Sunnyside (exclusive).

Ferryland: From Peter's River (exclusive) to Bay Bulls (inclusive).

Bell Island: The Island.

Carbonear: From Upper Island Cove (exclusive) to Cavendish (inclusive).

BONAVISTA: The whole district from Sunnyside to Fredericton (both inclusive).

Clareville: Sunnyside (inclusive) to Trinity, Bonavista (exclusive) and along the Railway line from Come-By-Chance (exclusive) to Gambo (inclusive) but excluding the Bonavista Peninsula east of a line drawn from Cannings Cove to Pope's Harbour.

24th April, 1947

1687

Greenspond: Trinity, Bonavista Bay to Fredericton (both inclusive) and including the Islands on the north side of Bonavista Bay; Silver Fox, Fair, Bragg's and Deer.

GRAND FALLS: The whole district extends from Fredericton (exclusive) to Patridge Point (inclusive.)

Twillingate: Fredericton to Michael's Harbour (both exclusive) and all Islands to the North.

Springdale: Point of Bay Exploits to Patridge Point (both inclusive).

Counterfeit Currency, D.F. 3001

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$5.00 Federal Reserve note in circulation. This note bears a green Treasury seal and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "D" face plate number 168, back plate number 1622, and series 1934 B. This note is deceptive. Specimens to date bear same serial (K42258596 B). Prefix letter should be "G" instead of "K" in Treasury seal, "U" in Thesaur is narrow and distorted. On back, small word "five" in lathe-work just above "a" in America shows two lines in green through letter "F." Note bears facsimile signatures of W. A. Julian and Fred M. Vinson. Paper shows no evidence of coloured fiber.

Postmasters are warned that particular care must be exercised to guard against the acceptance of these counterfeit notes.

Air Parcel Post Service to U.S.A., D.F. 1723

On the 1st May, 1947, a Parcel Post Service by air mail between Newfoundland and the United States will be introduced. Parcels for transmission by this service will be flown from Gander to New York and distributed from New York by surface means.

The rate of postage on parcels sent by air to the U.S.A. will be 90c. for the first pound or fraction of a pound and 60c. for each additional pound or fraction of a pound. For example: The postage on a parcel weighing 4 ounces will be 90c. The postage on a parcel weighing one pound and one ounce will be \$1.50 and so on.

The limit of weight is 15 pounds for any one parcel.

Postmasters must weigh every parcel for transmission by air very carefully to ensure that the full postage has been paid. These parcels will be weighed again at the despatching office and if they are not fully prepaid will be sent forward by surface means.

Parcels for despatch to the U.S.A. by air should be sent from the office of posting to St. John's or Gander. Postmasters should use their own discretion in this connection and send parcels to the place of despatch which they are likely to reach most quickly. For example: A parcel for despatch by air mail for connection with the S.S. Northern Ranger when that ship is enroute to Corner Brook should be sent for despatch to Gander. A parcel mailed for connection with the S.S. Northern Ranger when that ship is enroute to St. John's should be sent for despatch to St. John's. Where there are not sufficient air parcels to warrant a separate bag parcels should be despatched to the R.P.O. as at present.

All parcels despatched by air should have air mail stickers affixed.

The following notice should be copied neatly in ink and posted on the public side of the office for information of the public:

NOTICE

The Department of Posts and Telegraphs announces the introduction of an Air Parcel Post Service from Newfoundland to the U.S.A. The service will commence on the 1st May, 1947.

The rates will be 90c. for the first pound or fraction thereof and 60c. for each additional pound or fraction thereof with a limit of weight of 15 pounds for any one parcel.

All parcels will be carefully weighed before despatch and those upon which postage has not been fully prepaid will be routed by surface means.

Parcels for transmission by air may be insured under the same conditions and at the same rates as apply to the insurance of parcels transmitted by surface means.

Conveyance by air will be only between Gander and New York, N.Y. Beyond New York air parcels will be conveyed to their destinations within the U.S.A. by surface means and the U.S. Administration advises that it is probable that this service will be given the same expeditious despatch as is accorded to first class mails. Under present conditions parcels sent by air from Newfoundland to the U.S.A. should arrive at their destination at least six days earlier than would

parcels sent by surface means and under present sea transport conditions the time saved may be considerably greater than six days.

The introduction of this service in no way affects the existing air mail service for correspondence prepaid at the letter rate of 10c. per half ounce.

ACCOUNTING

Commission Rates (Anglo) on Telegraphed Money Orders to Canada, United States and St. Pierre, D.F. 4000

Effective as from the 1st May, 1947, the Anglo American Telegraph Company will revise their rates on telegraphed Money Orders to Canada, United States and St. Pierre. There is no change in the telegraph charges or Postal Money Order commission.

A new schedule of commission rates, supplied by the Anglo, will be mailed to all Money Order Offices as soon as received from the Anglo.

In the event of Postmasters not receiving this schedule before the 1st May and it becomes necessary to telegraph a money order to the above mentioned countries, enquiry should be made at Head Office as to the commission rates.

TELEGRAPHS

Service with Germany, D.F. 1306

With reference to the notice appearing on page 1684 of the Post Office Circular, advice has been received that telegrams at deferred rates may now be accepted to the British and United States Zones in Germany. Further, the services now available to such zones may be extended to telegrams addressed to members of occupation authorities, consuls, allied military missions or non-German commercial agents, in the British and United States sectors of Berlin, at senders risk. There is now no restriction as to addressees in telegrams to other places in British and United States zones of Germany.

Expeditionary Force Message Service, D.F. 2520

With reference to the notice appearing on page 1684 of the Post Office Circular, it should be noted that when Expeditionary Force Messages addressed to camp or army post, telegraphic service ends when messages have been delivered to the camp or post in question.

Telegraph Traffic During Easter Period, April 3rd to 7th (Three Working Days) DF 3034

Class	1946	1947	Increase	Decrease
Paid telegrams including Priority.....	18,025	18,988	963
Priority	1,545	1,486	59
Total Messages including Deadhead and Service Messages, etc.	20,640	20,609	31
St. John's: Accepted at Counter	2,659	2,685	26
Delivered	4,763	5,026	263

POST OFFICE



CIRCULAR.

THURSDAY, 8th MAY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

**THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.**

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Bartlett's Harbour..... Mrs. Alonzo Caines to be Postmistress and Telephone Attendant as from the 1st May, 1947.
Round Harbour, G.B...... Mrs. Clarence Foote to be Postmistress and Telephone Attendant as from the 1st May, 1947.
Tompkins..... Mr. Frank Tompkins to be Postmaster and Telephone Attendant as from the 1st May, 1947.
Burin..... Miss Frances Inkpen to be Messenger-Assistant as from the 14th April, 1947.
Engineering Branch..... Mr. Pleaman Stockley to be Line Patrolman as from the 1st April, 1947.
Engineering Branch..... Mr. Stanley Warren to be Line Patrolman as from the 1st May, 1947.

TRANSFERS

✓ Millertown..... Mr. H. V. Newhook, Assistant Clarenville, to be Postmaster and Operator at Millertown as from the 22nd April, 1947.
Clarenville..... Miss Mary Norman, Messenger-Assistant Gambo, to be Assistant at Clarenville as from the 14th April, 1947.
Gander..... Mr. Michael Fleming, Operator St. John's, to be Assistant Gander (temporarily) as from the 1st May, 1947.
Gander..... Mr. Leo. Baird, Operator St. John's, to be Assistant Gander (temporarily) as from the 1st May, 1947.

FACILITIES INSTALLED

Seal Cove, F.B...... Money Order facilities were installed at Seal Cove, F.B., on the 25th April, 1947. Postmasters should add this office to their list of Money Order Offices.

OFFICE CLOSED

Alderburn..... The Telephone Office at Alderburn was closed on the 30th April, 1947. Telegraph traffic for this settlement will circulate through Norris Arm Northside.

OBITUARY

The Department regrets to announce the death at Bay Roberts of Mr. Walter Brennan on the 19th April, 1947.

Mr. Brennan entered the Service in March, 1915, and for the past fifteen years has been Postmaster at Bay Roberts.

STATISTICS, D.F. 3034

The following notice was telegraphed to all Offices on the 29th April, 1947:

"Postmasters are reminded that the Semi-Annual Statistics will be taken in May, commencing on the 1st and ending on the 31st. Full particulars on the preparation of these forms will be found on page 1577 of the Post Office Circular."

It should be noted that in future Statistics will be taken in the month of May instead of April as heretofore.

MAILS

Removal of Labels from Emptied Mail Bags, D.F. 1506

It has been observed that bags of mail are sometimes sent to incorrect destinations because of the fact that the label employed when the bag was last used was not removed.

Postmasters must ensure that all bag labels are removed before empty bags are put aside. When empties are being rehung onto the bag racks, they should be examined in order to establish that the original label has in fact been removed.

Cessation of Winter and Commencement of Summer Courier Services, D.F. 1416

The following Winter Courier Services will cease to operate as from the 30th April, 1947:

- (a) From Deer Lake to St. Barbe and White Bay.
- (b) From Howley to White Bay.
- (c) From Badger to Notre Dame Bay North.
- (d) From Lewisporte to Notre Dame Bay South and Gander Bay Area.
- (e) From Gambo to Bonavista Bay North and South.

The despatch from St. John's on Thursday, the 24th April, for connection at (a), (b) and (c) above will, subject of course to existing conditions, likely be the last connection for the season.

The despatch on Monday, 28th April, will likewise subject to conditions be the last despatch for connections at (d) and (e) above.

The following services come into operation on the 1st May, 1947:

- (a) Deer Lake to Rocky Harbour, which will include Lomond, Norris Point, Bonne Bay, Sally's Cove and Rocky Harbour. The first mail for this connection will be despatched on Thursday, 1st May and every Thursday thereafter.
- (b) St. Barbe served by S.S. Northern Ranger and M.V. Clarendville.
- (c) White Bay served by S.S. Northern Ranger.
- (d) Notre Dame Bay North and South served by S.S. Clyde.
- (e) Bonavista Bay North served by motor boat from Gambo, despatches to be made on Mondays.

Winter Service to Cease

- (a) Norman's Cove to Railway.
- (b) Bellevue East to Railway.

The last trip was made on Monday, 28th April, 1947.

8th May, 1947

1691

Summer Service to Commence

Whitbourne to Bellevue East.

The first trip was made on Thursday, 1st May and will be made each Thursday thereafter until further notice. Despatches will be made on train leaving St. John's 5 p.m. on Wednesdays.

Winter Service to Cease

- (a) Clarenville to Britannia.
- (b) Britannia to Deer Harbour.
- (c) Milton to Burgoynes Cove.

The last trip was made on Tuesday, 29th April, and the final despatch on Monday, 28th April.

Summer Service to Commence

- (a) Clarenville to Hickman's Harbour.
- (b) Milton to Thoroughfare.
- (c) Thoroughfare to Deer Harbour.

The first trip was made on Tuesday, 6th May, and trips will be made on every Tuesday thereafter until further notice.

Effective after Tuesday, 29th April, all mails for Britannia, Thoroughfare, Petley and Deer Harbour will be despatch via Milton instead of Clarenville.

Despatches for the remaining Courier Services, i.e. (a) Holyrood to Salmonier; (b) Salmonier to St. Mary's; (c) Salmonier to Colinet; (d) Carbonear to Grates Cove; (e) Whitbourne to Heart's Content; will continue as at present.

COUNTERFEIT CURRENCY, D.F. 3001

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$5.00 silver certificate in circulation. This note bears a blue Treasury seal, Check letter "A", face plate number 1771, back plate number 1541, and series 1934B. This note is deceptive. In treasury seal, the "u" in "Thesaur" is narrow and distorted. Serial number K56465985A is unlike genuine design. On back, hand retouching has resulted in dark green patch between "E" and "D" in words "Five Dollars." The 1934B series bears facsimile signatures of W. A. Julian and Fred M. Vinson.

Postmasters are warned that particular care must be exercised to guard against the acceptance of these counterfeit notes.

ACCOUNTING

Money Order Service to Channel Islands, D.F. 1306

Information has been received from the United Kingdom Postal Administration that Money Order service is now available to and from the Channel Islands.

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—

Vancouver-Sub. No. 10. B.C. 145-98766 to 145-98800
(Office numbered "9820")

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

New York, Navy 165 Branch, N.Y.	48,765 to 65,000
New York, Navy 15863 Branch, N.Y.	606 to 619
Skull Creek, Colo.	9,648 to 10,000
Campton, Ga.	53,401 to 53,800
Berwyn Sta. No. 1, Ill.	52,276 to 52,400

TELEGRAPHS

Ice Intelligence Service, D.F. 2415

Daily reports by telegraph from certain offices in Newfoundland and Labrador to the Department of Natural Resources, in connection with the Ice Intelligence Service, which began on the 13th February, were discontinued after the 24th April, 1947.

Telegrams for Members of Forces in India, D.F. 1306

Advice has been received that telegrams to members of the Forces in India should include in addresses the name of town in addition to the India Command. Telegrams which do not contain this information will not be refused but will be subject to delay in delivery.

Expeditionary Force Message Service with Iceland and Faroe Islands,
D.F. 2520

Advice has been received that the E.F.M. service with Iceland and Faroe Islands ceased on the 25th April, 1947.

Telegrams to Members of Forces in Trieste, D.F. 1306

Advice has been received that telegrams for members of British Forces in Trieste may be accepted and addressed "British Element Trieste." Rates as for Central Mediterranean Forces apply.

Telegraph Traffic March, D.F. 3034

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority.....	69,886	71,795	1,909
Priority.....	8,193	8,255	62
Phono-telegrams	1,845	2,000	155
Total Paid Traffic	71,731	73,795	2,064
Deadhead and Service Messages	8,384	6,704	1,680
Telegram Equivalent Public Despatch	5,490	3,480	2,010
Total Traffic	85,605	83,979	1,626

During the month 7 complaints were received and dealt with. In 6 cases the Service was found to be at fault as a result of negligence or carelessness on the part of officials; in addition 12 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were 10, 6 and 6.

POST OFFICE CIRCULAR.



THURSDAY, 22nd MAY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

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POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- | | |
|---------------------------------|--|
| Gambo | Miss Rita Best to be Messenger-Assistant as from the 13th April, 1947. |
| Bonne Bay | Miss Marguerite Kennedy to be Assistant as from the 5th May, 1947. |
| St. John's G.P.O. | Miss Peggy Parsons to be Shorthand-Typist as from the 1st May, 1947. |
| St. John's G.P.O. | Miss Marjorie Hammond to be Counter Clerk as from the 5th May, 1947. |
| Placentia | Miss Beatrice Kearley to be Assistant as from the 1st May, 1947. |
| <u>Trinity, B.B.</u> | Mr. Malcolm Brown to be Postmaster and Telephone Attendant as from the 10th May, 1947. |
| ✓ <u>Pinchards Island</u> | Mr. J. W. Gill to be Postmaster as from the 11th May, 1947. |
| Wesleyville | Mr. Eric Andrews to be Assistant as from the 8th May, 1947. |

PROMOTION

- | | |
|-------------------|---|
| Grand Falls | Mr. Woodrow Bargery, Carrier Assistant, to be Assistant as from the 1st June, 1947. |
|-------------------|---|

RETIREMENT

- | | |
|-----------------------|---|
| Heart's Content | Mr. Frank Rockwood, Assistant, to retire on the 31st May, 1947, on medical grounds. |
|-----------------------|---|

OBITUARY

The Department regrets to announce the death of Mrs. Julia Farrell at North Bay, LaPoile, on the 10th May, 1947.

Farrell entered the Service in June, 1930, as Postmistress at North Bay.

OFFICE CLOSED

✓ North Bay, LaPoile The Post Office at North Bay, LaPoile, was closed on the 10th May, 1947. This settlement will be served by the Post Office at LaPoile.

VACANCY

Bay Roberts Applications addressed to the Secretary will be received up to the 5th June, 1947, for the position of Postmaster at a salary of \$1200.00 per annum. Telegraph qualifications are required. Applicants should state their names in full, date of birth, educational qualifications and departmental experience.

MAILS

C.O.D. Parcels, D.F. 1016

Senders of C.O.D. parcels complain that they suffer considerable inconvenience because of the failure of the Postmasters to complete properly Money Orders issued in respect of C.O.D. parcels.

Every Money Order issued in respect of C.O.D. parcels must show the number of the C.O.D. and the name of the remitter which should be written in the identical manner in which it appears on the C.O.D. tag.

Air Mail Rates, D.F. 1703

It has been reported that a number of Postmasters are despatching Air Mail letters addressed to the United States of America bearing only seven cents postage. These letters are therefore forwarded by surface means only.

Attention is called to the Post Office Circular dated the 30th January, page 166Z, which states that the letter Air Mail rate to the U.S.A. has been increased to TEN CENTS PER HALF OUNCE as from the 1st January, 1947.

Late Letter Fee, D.F. 1000

All letters handed to the Mail Clerks on the mail cars or placed in the posting box on these cars must bear late fee postage, i.e., 2 cents in addition to the ordinary appropriate postage.

Any letters which do not bear the late fee postage will be taxed 4 cents to be collected from the addressee at destination.

Mutilated Stamps, D.F. 1208

It has come to the notice of the Department that occasionally two cent and four cent stamps have been cut in half and each half used as a one cent and a two cent stamp respectively.

While this may not have been done for the purpose of evading the payment of the full rate of postage yet it is irregular.

A stamp cut is a mutilated stamp and cannot be accepted in payment of postage.

It has been noted that in many cases stamps on mail have been overlapped. This is also irregular. When stamps are overlapped it is impossible to tell if the under one has been previously used.

Postmasters should, in future, forward to the Secretary under separate cover any article of mail which shows the postage stamps overlapped.

22nd May, 1947

1695

FUEL REQUIREMENTS, D.F. 3035

Postmasters at Money Order Offices are requested to inform the Controller of Stores, not later than the 1st July, as to the amount of Fuel requirements for their offices for the coming year on a form similar to the one printed below:—

FUEL

Amount of coal supplied 1946-47	Amount of coal required 1947-48
If no coal was supplied 1946-47 state the quantity and value of wood	Amount of wood required 1947-48
Amount of Kindling wood supplied 1946-47	Amount of kindling wood required for 1947-48
Can coal be purchased locally?	
Date	Office
Signature of Postmaster	

ACCOUNTING

Stolen U.S. Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—
Chilton, Ky. 8,001 to 8,200

Stolen Canadian Postal Money Order Forms, D.F. 4110

The following Canadian Postal Money Order Forms have been reported stolen:—
Vancouver—Sub No. 18 - B.C. 148-00536 to 148-00600
(Office numbered "9828")

Anglo (Western Union) Commission and Message Rates on Telegraphic Money Orders to Canada and the United States, D.F. 4000

Effective the 1st May, 1947, the commission rates on telegraphic Money Orders to the United States and Canada were revised as follows:—

For amounts of

\$ 10.00 or less	\$.20
10.01 to 15.0025
15.01 to 20.0030
20.01 to 25.0035
25.01 to 30.0040
30.01 to 35.0045
35.01 to 40.0050
40.01 to 45.0055
45.01 to 50.0060
50.01 to 60.0070
60.01 to 70.0080
70.01 to 80.0090
80.01 to 90.00	1.00
90.01 to 100.00	1.10
100.01 to 125.00	1.30
125.01 to 150.00	1.50
150.01 to 175.00	1.70
175.01 to 200.00	1.90

For amounts in excess of \$200.00 application should be made to Head Office for rates.

In order to assist Postmasters in assessing the proper charges on telegraphed Money Orders to these countries the following examples are given:—

TO CANADA

Examples:

Money Order to Sydney, N.S.	2.00	
Anglo Commission20	
Telegraph charges including tax	1.40	
Money Order Commission (Postal)05	
		\$ 3.65
Money Order to Halifax, N.S.	5.00	
Anglo Commission20	
Telegraph charges including tax	1.40	
Money Order Commission (Postal)10	
		\$ 6.70
Money Order to Toronto, Ont.	15.00	
Anglo Commission25	
Telegraph charges including tax	1.60	
Money Order Commission (Postal)15	
		\$17.90

TO UNITED STATES

Examples:

Money Order to New York, N.Y.	\$5.00
Anglo Commission20
Telegraph charges including tax	1.80
Money Order Commission (Postal)10
Exchange on American currency03

It will be noted that the only difference in the preparation of charges on Telegraphic Money Orders to the United States is that there is a charge to cover the exchange on American currency. Exchange table for Money Orders issued on United States may be found on page 1607 of the Post Office Circular, dated 18th July, 1946.

TELEGRAPHS

Telegraph Traffic April, D.F. 3034

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	84,300	90,177	5,877
Priority	8,529	9,370	841
Phono-telegrams	2,007	2,050	43
Total Paid Traffic	86,307	92,227	5,920
Deadhead and Service Messages	9,154	7,029	4,740
Message Equivalent Public Despatch	8,800	4,060	4,740
Total Traffic	104,261	103,316	1,.....	945

Traffic Handled Eve Mother's Day, D.F. 3034

Class	1946	1947	Increase
Paid Telegrams including Priority	7,165	7,980	815
Priority	675	688	13
Total Traffic including Deadheads and Service Messages	7,802	8,509	707
Actual number of Telegrams of Greeting	3,800	4,550	750

Service with Roumania, D.F. 1306

Advice has been received that all restrictions relating to matter in business telegrams with Roumania have been withdrawn.

POST OFFICE



CIRCULAR.

THURSDAY, 5th JUNE, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Grand Falls	Mr. Patrick McDonald to be Carrier-Assistant as from the 1st June, 1947.
Gander	Miss Joan Collins to be Telephone Exchange Operator as from the 17th May, 1947.
St. Juliens	Miss Melinda Morash to be <u>Postmistress</u> and Operator as from the 29th May, 1947.
✓ Cuslett	Mrs. Peter McGrath to be <u>Postmistress</u> and Telephone Attendant as from the 27th May, 1947.
Gander	Mr. George King to be Messenger as from the 15th May, 1947.

PROMOTION

Gander	Mr. E. R. Bailey, Messenger Gander, to be Assistant as from the 16th May, 1947.
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RETIREMENT

✓ <u>Ferryland</u>	Mrs. Clara Costello, <u>Postmistress</u> and Telephone Attendant, retired on the 30th April, 1947, on medical grounds.
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OFFICES OPENED

<u>St. Juliens</u>	The <u>Seasonal Telegraph Office</u> at St. Juliens opened on the 29th May, 1947. The Telegraph Call Letters are "JU."
✓ <u>Cuslett</u>	The Telephone Office at Cuslett was converted to Postal (non-Money Order) and Telephone as from the 27th May, 1947. The nearest Money Order Office is St. Brides.

ANNUAL LEAVE, D.F. 3004

All officials are reminded that they must resume duty on completion of their annual leave and that salary will be deducted for the number of days off duty over and above the number granted. In addition disciplinary action may be taken against the official concerned for absence without leave. In the event of an official being unable to resume duty at the end of the leave period for any cause a full report covering the delay must be submitted to the Secretary in writing.

Notification must be forwarded to the Staff Clerk when an official commences leave and resumes duty.

DISCIPLINARY ACTION, D.F. 3001

The practice of imposing fines on officials for disciplinary purposes has been discontinued and, in future, disciplinary action for major irregularities will be recorded in the Staff Record of the official concerned. These notations, or demerit marks, will be taken into consideration when annual increments are being awarded or the official being considered for promotion.

The following are examples of major irregularities:

For Operators:

- (a) Errors in figures and figure words.
- (b) Failure to check properly the check of a telegram before being released for delivery.
- (c) Loss of a telegram.

For Assorters:

- (a) Misassorting of bundles of letters.
- (b) Incorrect face slipping of bundles.
- (c) Incorrect despatch of registers.
- (d) Failure to report non-receipt of letter bills.
- (e) Failure to prepare transfers or to report non-receipt of transfers.

For R.P.O. Clerks:

- (a) Failure to report the overcarriage of mails and examples as shown for Assorters.

For Counter Clerks:

- (a) Shortages in cash and saleable stocks.
- (b) Failure to maintain sufficient stocks of saleable forms.

POST OFFICE ROBBERIES, D.F. 3001

There is a tendency during the summer season for Postmasters to exercise less vigilance in the protection of their premises with the result that robberies and thefts are sometimes committed which might be avoided with a little extra care.

Postmasters will, therefore, please carefully observe the following instructions:

1. Doors and windows of Post Office premises should be carefully locked and bolted at night.
2. Post Office valuables must be given maximum protection at all times, but particularly after the office is closed for the day. If there is a safe on the premises these valuables should be placed therein.
3. Attention is particularly directed to the fact that if investigation following a robbery discloses that sufficient protection was not accorded Post Office valuables, either through carelessness or indifference, the Postmaster may be required to make good any loss involved.
4. In all cases where a robbery has been committed the Postmaster should immediately report it by wire to the Secretary and notify the police.

MAILS

Disposal of Undeliverable Mail, D.F. 1000

Attention is again drawn to the regulations governing the disposal of undeliverable items of mail (including parcels). These items should be returned to the sender with the reason for non-delivery clearly marked on the cover.

THERE IS NO NECESSITY TO WIRE HEAD OFFICE FOR INSTRUCTIONS; any unnecessary use of the telegraph lines in this respect is to be strictly avoided.

Parcel Post to Austria, D.F. 1306

Information has been received that the maximum weight for parcels to Austria has been increased from 11 pounds to 22 pounds.

ACCOUNTING

Remittances, D.F. 4006

Postmasters are reminded that a remittance forms must be enclosed with each remittance to the Cashier. If there are three or four remittances, each remittance must have a separate remittance form enclosed.

The remittance forms must show all the necessary particulars, such as the name of the office, date, amount of cash remitted and signature of the Postmaster (not initials) and the account to which the remittance is to be credited.

With the approach of the leave season when Postmasters will be working at other than their own offices as relief, care should be exercised when preparing the remittance slips to ensure that the correct office is shown. For Example: If the Postmistress at Bay Bulls is relieving at Clarke's Beach, there is a natural tendency for her to show Bay Bulls on the remittance slip. The remittance would then be credited at Head Office to Bay Bulls and would create considerable difficulty in accounting.

After all remittances to the Cashier have been made up in the usual manner and placed in the registered envelope marked "Cashier, G.P.O." a copy of the form "Declaration of Contents" Form No. 1084, should be prepared in ink and the amount of each remittance enclosed entered opposite the name of the account to which the remittance is made. This form will then be enclosed in the envelope. Form Declaration of Contents must not be used as a remittance slip.

Counterfeit Currency, D.F. 3001

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$1.00 silver certificate in circulation. It bears check letter "B", an indistinct face plate number, back plate number 1351 and series 1935 A. A crude halftone production resembling a newspaper photo. No attempt has been made to colour the seal or serial numbers. The indistinct face plate number may be 162, 167, or 62 or 67. The back, also a halftone, is dull, faded light green. Serial number of specimen at hand is Y91074854 A.

Stolen U.S. Postal Money Order Forms, D.F. 4111

The following United States Postal Money Order Forms have been reported stolen:—

Chicago, Sta. 36 Ill.	160,448 to 160,600
Worcester, Sta. 16, Mass.	18,630 to 18,800
New York, A.P.O. 147, N.Y.	92,395 to 92,400

The above Orders, if presented at a Newfoundland Office, must not be paid and notification should be forwarded to the Chief Inspector of any such Orders presented for payment with full particulars of the person presenting the Order.

TELEGRAPHS

Telephones, D.F. 4703

The following notice was telegraphed to all Offices on the 30th May, 1947:

Telephones are urgently required at Head Office. All spare telephones, whether defective or not and held by any Postmaster or private subscriber, should be returned to Postal Stores, G.P.O., St. John's, immediately and the Engineering Branch notified that a telephone is being returned."

As there is a shortage of telephones and the need is urgent all Postmasters are requested to comply with this instruction without delay.

Labrador Seasonal Offices, D.F. 3034

Fishing Ships Harbour opened for the season on the 30th May, 1947.

Rates to Belgian Congo, D.F. 2427

As from the 1st June the Ordinary rate from Newfoundland to the Belgian Congo via Rhodesia will be 67c. per word; other classes are proportionate.

Deadhead and Service Messages, D.F. 2414

Renewed attention is called to the necessity of using these systems only where essential and where the use of the mails cannot serve the purpose.

Free Delivery of Telegrams, D.F. 2414

The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a Messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered to a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special Messenger.

In every case confirmation of delivery must be obtained.

Examination of Telegrams, D.F. 2414

Attention is again drawn to the following extracts from the regulations governing the examination of telegrams for evidence of transmission, etc., and the exchange and confirmation of daily number reports, non-observance of which might result in the failure of telegrams:

1. At regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.
2. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.
3. Numbers are to be compared daily between offices at closing.
4. If through any unavoidable cause numbers cannot be exchanged on the date of transmissions, comparison must be made on the following morning.

POST OFFICE



CIRCULAR.

THURSDAY, 19th JUNE, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Ladle Cove	Miss Flossie Stratton to be Postmistress and Telephone Attendant as from the 8th June, 1947.
Corner Brook	Mr. Reginald Powell to be Assistant as from the 1st June, 1947.
Daniels Harbour	Miss Olga House to be Messenger as from the 1st June, 1947.
Great Barachois	Mr. Henry O'Keefe to be Telephone Attendant as from the 31st May, 1947.
Millertown	Miss Ruby Tulk to be Messenger as from the 4th June, 1947.
Fogo	Mr. Wilson Jones to be Messenger-Assistant as from the 1st June, 1947.
Gander	Miss Josephine Finlay to be Telephone Exchange Operator as from the 6th June, 1947.
Lomond	Miss Gloria Connolly to be Operator as from the 31st May, 1947.
Williamsport	Mr. James R. Whittle to be Operator as from the 31st May, 1947.
Bay Roberts	Mr. Chesley Mercer to be Junior Assistant as from the 16th June, 1947.

TRANSFERS

St. John's	Miss Stella Lee, Assistant Corner Brook, to be Operator St. John's Telegraphs as from the 4th June, 1947.
✗ Port Aux Basques	Mr. J. F. Warren, Skilled Workman Class III, to be Postmaster and Operator Port Aux Basques as from the 16th June, 1947.

PROMOTIONS

Gander	Mr. Raymond Tobin, Indoor Messenger St. John's Telegraphs, to be Assistant Gander as from the 7th June, 1947.
Gander	Mr. Edward O'Neill, Indoor Messenger St. John's Telegraphs, to be Assistant Gander as from the 7th June, 1947.
Gander	Mr. Leo Osborné, Indoor Messenger St. John's Telegraphs, to be Assistant Gander as from the 14th June, 1947.
St. Anthony	Mr. Benjamin Acreman, Junior Assistant, to be Assistant as from the 1st June, 1947.

19th June, 1947

- ✓ Bay Roberts Mr. Wallace Cave, Assistant, to be Postmaster as from the 16th June, 1947.
- Bay Roberts Miss Patricia Delaney, Junior Assistant, to be Assistant as from the 16th June, 1947.
- Engineering Branch Mr. Roland Peddle, Skilled Workman Class III, to be Skilled Workman Class II as from the 1st June, 1947.
- Engineering Branch Mr. Francis F. Moores, Youth-in-Training, to be acting Skilled Workman Class III, as from the 16th June, 1947.

FACILITIES INSTALLED

- ✓ Arnolds Cove Money Order facilities were installed at Arnolds Cove as from the 6th June, 1947. Postmasters should add this Office to their list of Money Order Offices.

OFFICES OPENED

- Great Barachois A Telephone Office was opened at Great Barachois as from the 31st May, 1947. Telegraph traffic will circulate through Placentia.
- Williamsport A seasonal telegraph office was opened at Williamsport as from the 31st May, 1947. The Telegraph Call Letters are "WP".
- Lomond A seasonal telegraph office was opened at Lomond as from the 31st May, 1947. The telegraph Call Letters are "OU".

VACANCIES

Applications addressed to the Secretary will be received up to the 26th June, 1947, for the undermentioned vacancies. Applicants should state their names in full, date of birth, educational qualifications, whether single or married and Departmental experience.

- Buchans Position of Assistant with telegraph qualifications. Salary \$1140.00 per annum.
- Norris Arm Position of Postmaster and Operator. Salary \$900.00 per annum.
- St. Fintans Position of Postmaster and Operator. Salary \$870.00 per annum.

INSTRUCTIONS APPEARING IN THE POST OFFICE CIRCULAR, D.F. 3001

There is reason to believe that the Post Office Circular is not being read by officials of the Department. The notice which appeared in the Post Office Circular of the 13th March, 1941, page 917, is repeated:—

"Certain Postmasters continue to make errors in their work against which they have been warned repeatedly in the Post Office Circular. From this it would appear that proper attention is not being paid to the instructions published from time to time in the Circular. The Post Office Circular is issued fortnightly and used as a means of bringing to the attention of all Postmasters certain errors in their work which they should avoid and new instructions which are issued from time to time. If the Circular is not read weekly Postmasters will continue to make these errors and the value of the Circular is lost. Immediately on receipt of the Circular each Postmaster should read it through carefully and then pass it to each of his Assistants in turn. Any point in doubt should be taken up by letter with Head-Office. It is not sufficient to read the Circular on its receipt and then file it away. Reference should be made to the instructions contained therein in order that errors are avoided. There would be less work for Postmasters and for the officials at Head Office if Postmasters followed instructions carefully.

19th June, 1947

1703

MAILS

Notice Regarding Hr. Grace Fair

With this issue of the Post Office Circular a notice in regard to the Harbour Grace Fair is being forwarded to certain Postmasters.

On receipt the notice should be posted in a convenient and conspicuous place on the public side of the office for information of the public.

Special Commemorative Stamp

On the 24th June, 1947, a new 5 cent stamp commemorating the 450th anniversary of the arrival of John Cabot off Cape Bonavista will be placed on sale. This stamp will be on sale for one year only. Each office will receive a supply which will replace the present 5 cent Caribou Stamp. Unexhausted stocks of the 5 cent Caribou stamp on hand at the close of business on the 23rd June, 1947, should be carefully and securely stored pending the re-opening of sales on the 24th June, 1948, or on a date which will be advised later. The stock of 5 cent Caribou stamp must be retained as part of the office stock of stamps and used only in case of a shortage of the 5 cent Cabot stamp. They must not be returned to Head Office.

The new Stamps must not be sold to the public before 24th June, 1947.

Cancellation of Stamps

Renewed attention is called to the necessity for properly defacing stamps in order to give a clear impression of the name of the office and the date.

All offices have been supplied with the regulation hand obliterators and should take the necessary care to use them properly for the following reasons:—

1. The proper cancellation of the stamps is necessary in order to avoid the risk of their being used again and thereby causing loss of revenue.
2. A clear impression of the name of the office and the date of posting is necessary for the purpose of facilitating any enquiry which may be necessary in the event of the latter being delayed or otherwise irregularly treated.
3. A slovenly method of date-stamping gives the public a poor impression of the work of the Post Office.

All Postmasters who in the past have not exercised sufficient care in this matter should endeavour to effect a permanent improvement forthwith.

Return of C.O.D. Tags to Office of Despatch

Considerable inconvenience is experienced due to the fact that C.O.D. tags, irrespective of their origin, are being sent to the Head Postmaster, G.P.O., St. John's. All C.O.D. tags must be returned from the office of delivery to the office of despatch so that only those tags which originated in St. John's should be returned to the Head Postmaster, St. John's.

It is not necessary to enclose these tags in envelopes when they are being returned. The name and address of the sender of the parcel, which is clearly shown on the face of the tag, indicates to the Mail Clerk the office to which he should despatch the tag.

Redirection of Duty Parcels

Postmasters are notified that all requests for permission to redirect Duty Parcels should be mailed not telegraphed to the Head Postmaster, G.P.O., St. John's. It is necessary that this instruction be observed in order to decrease the number of service messages.

Duty Refunds

The following procedure is to be followed in making application for Duty Refunds:

1. The addressee will apply to the local Postmaster.

2. The Postmaster will attach to the application a slip giving the bill number, date of despatch from St. John's and amount of the duty charged.
3. The Postmaster will forward the application together with the particulars to the Customs Department, G.P.O., St. John's.
4. The Parcel, if it is to be returned, is to be sent by the Postmaster to the Head Postmaster, St. John's.

Applications addressed to the Headquarters of this Department, either by the Postmaster or individuals, will be disregarded. Applications sent by the addressee otherwise than through the Postmaster will be disregarded. Applications not accompanied by full particulars as above requested will be disregarded.

Postmasters will please copy the above Notice neatly in ink, if a typewriter is not available, and exhibit it on the public side of their office.

ACCOUNTING

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Atlanta, South Atlanta Sta., Ga.	137,490 to 137,600
Boston, Sta. 78, Mass.	164,551 to 164,800
Henrietta, NC	100,071 to 100,200
Sanibel, Fla.	41,816 to 42,000
Seattle, Sta. 9, Wash.	160,242 to 160,400

TELEGRAPHS

Ice Intelligence Service

Daily reports by collect telegram in connection with this service for the Department of Natural Resources from the following Offices commenced on the 9th June, 1947: St. Anthony, Griguet, Cooks Harbour, Battle Harbour, Fishing Ships Harbour, Cartwright and Hopedale.

Rates to Ecuador

Effective the 1st July, full rate to offices in Ecuador, other than Esmeraldas, Guayaquil, Quito and Salinas, will be 67 cents per word from Newfoundland.

Service with Austria

Advice has been received that signatures are obligatory in all telegrams destined to Austria. Either the surname or the business title of senders may be used as signatures. Telegrams not carrying a signature may be held by censorship and not delivered.

Service with Netherlands East Indies

Advice has been received that the Nightletter (NLT) service with Netherlands East Indies has been suspended until further notice.

Telegraph Traffic May 1947

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	97,676	102,849	5,173	
Priority	11,376	11,617	241	
Phono-Telegrams	2,613	2,700	87	
Total Paid Traffic	100,289	105,549	5,260	
Deadhead and Service Messages	10,579	9,977		602
Telegram Equivalent Public Despatch	9,660	3,980		5,680
Total Traffic	120,528	119,506		1,022

During the month 9 complaints were received and dealt with. In 7 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 11 cases of irregularities were disclosed through routine s for the same month last year were: 10, 5 and 6.

POST OFFICE



CIRCULAR.

THURSDAY, 3rd JULY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Ferryland.....	Miss Mary Costello to be Postmistress and Telephone Attendant as from the 1st. June, 1947. <i>P.O. History Record Card shows 1 May 47</i>
Fogo.....	Mr. Wilson Jones to be Assistant as from the 21st. June, 1947.
Grand Falls.....	Mr. Milton House to be Carrier-Assistant as from the 20th. June, 1947.

PROMOTION

St. John's G.P.O.....	Mr. R. T. Walsh, Letter Carrier, to be Assorter as from the 23rd June, 1947.
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SICK LEAVE

All officials are reminded that a medical certificate must be produced when sick leave extends beyond four consecutive days. Medical certificates should show the nature of the officer's illness and the probable date of resumption of duty. In the event of an officer failing to submit a certificate to cover sick leave in excess of four days, it will be necessary to deduct salary for the number of days in excess of four. It should also be noted that the maximum number of days permitted for sick leave in the aggregate for one year, that is from January to December, is seven without a medical certificate. Salary will be stopped for leave in excess of seven in any one year unless a medical certificate covers the excess number of days.

When an officer is unable to report for duty due to sickness he should immediately notify his superior officer who will, in turn, notify the Staff Clerk. A further notice to the Staff Clerk must be submitted on the officer's return.

STATISTICS

It has been noticed that many Postmasters fail to show the amount of Cash received in respect to Money Order Commission and also for telegraphs, on their Monthly Traffic Reports. As this information is essential the failure to show the amount collected on these two items causes delay in the Statistical work and also unnecessary correspondence.

Postmasters should in future ensure that all the information requested is supplied.

MAILS

Air Mail Rates

A check of the Air Mails reveals that many Postmasters are forwarding these mails with insufficient postage which results in a loss of revenue. The following rates should be carefully noted, especially the rate to the United States of America:—

Canada	7 cents per half ounce
United States	10 cents per half ounce
United Kingdom	20 cents per half ounce

Air Mail rates to other Countries will be found by reference to the Post Office Circular.

Undeliverable Government Cheques

Postmasters should note that the regulations governing undeliverable cheques from the Department of Finance and the Department of Public Health and Welfare differ from the normal rules relating to re-directed correspondence. Cheques from these Departments when undeliverable due to the addressee having removed to a new address must not be re-directed but returned to the Department concerned with the new address, if known, on the front of the envelope and returned in a fresh envelope to the Department.

It should be noted that any letter posted by any Government Department and bearing a special instruction for return in case of non-delivery in the settlement of address should be dealt with in accordance with this special instruction.

These instruction should be followed in all cases where the addressee has moved permanently or temporarily.

Care in Assorting

The attention of all members of the staff engaged in assorting mail is again drawn to the instructions issued in the Post Office Circular from time to time in the care in assorting. Recently a cheque addressed to the Postmaster at Harbour Buffett was mis-assorted to Harbour Breton. In addition to the inconvenience caused to the addressee, misassorting of this nature shows carelessness on the part of assorting clerks.

FUEL

Postmasters at Money Order Offices are reminded to forward their requisitions for Fuel for their offices for the coming year by first mail.

PROHIBITION OF TOBACCO INTO U.S. ZONE OF GERMANY

The Office of Military Government for Germany (U.S.) has ordered that cigarettes and other tobacco products be prohibited importation into the American Zone of Germany.

There is no provision at this time for the return to senders of parcels after they reach Germany and parcels containing cigarettes or other prohibited articles, received into the American Zone of Germany, will be disposed of in that Service.

CORRESPONDENCE FROM OUTPORT OFFICES

In spite of repeated instructions, correspondence addressed to Head Office is being received without the name of office. The instructions are again repeated:—

Many Postmasters are in the habit of forwarding correspondence, remittances, requisitions, etc., to Head Office with the name of office and/or the signature of the official omitted. These omissions result in unnecessary work at Head Office tracing the origin of these communications. In all cases both the office name and the full signature (not initials) of the official must be given."

In addition to the name of the office being shown, corresponde

3rd July, 1947

1797

ence from Head Office should show the reference number. This number will be found at the top left hand corner of the letter as "D.F. 3004," as the case may be. The use of this reference number facilitates the disposal of the correspondence at Head Office.

INSURED PARCELS

The instructions with reference to Insured Parcels are repeated:—

"Postmasters and their staff should note that they must take particular care when accepting insured parcels to verify that the packing is sufficient and such as to protect the parcel from the normal risk of transit. If necessary they should question the sender on this point and point out to him that it is in his own interest that the packing of all parcels, particularly those which are insured, should be adequate in all respect, and that if despite this a person posts an insured parcel which has a flimsy packing the Post Office will accept no responsibility for any damage which may ensue to the contents."

"If necessary Postmasters should endorse the cover of an insured parcel which appears to them to be insufficiently strong, to the effect that the sender's attention was directed to the matter."

ACCOUNTING

Delay in Forwarding Accounts

The attention of Postmasters is again called to the necessity for forwarding accounts to Head Office promptly. These accounts must be forwarded, if possible, by next mail following the closing date of the account. This may not be possible with the larger offices, but there is no excuse whatever for accounts being delayed for three weeks or a month as has been the practice with some of the small offices, thereby delaying the work of completing accounts at Head Office.

Postmasters incurring undue delay in forwarding the accounts for their offices show slackness in performance of their duty and render themselves liable to disciplinary action.

Recovered U.S. Money Order Forms

The following United States Postal Money Order Forms which were reported stolen, have now been recovered:—

Atlanta, South Atlanta Sta. Ga. 137,490 - 137,600

TELEGRAPHS

Labrador Seasonal Offices

Labrador Seasonal Offices have been opened for the season as follows:—

Hawkes Harbour 14th. June
Comfort Bight 16th. June
Grady 19th. June
Domino 23rd. June

Hawkes Harbour and Comfort Bight are both Radio Telegraph and Radio Stations.

Office Hours at Corner Brook for Acceptance of Telegrams

Effective as from the 2nd. June, 1947, the hours of acceptance of telegrams from the public have been 9 a.m. to 6 p.m. continuous on week-days. There is no change in the acceptance of telegrams on Sundays and proclaimed holidays as previously.

Deadhead and Service Messages

A recent survey having disclosed the fact that this system was being excessively and unnecessarily used, instructions in this connection were telegraphed to all offices which have already resulted in a marked decrease in the number of these messages handled. However it can and must be still further reduced and officials are again reminded that the system should only be used where the mail service cannot possibly serve the purpose, and are warned that if the unnecessary use of the system is persisted in, such messages shall be charged, at the regular telegram rate, against the offending office.

Routing Indicator on Telegrams

Serious attention is again called to the importance of transmitting the routing indicators on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been incorrectly routed and investigation in most cases has shown that they have been due to the indicator having been omitted in transmission. Senders wishes must be carried out in this respect and, to prevent repetitions of this error, sending operators are directed to confirm the routing at the end of a message. Where no routing is specified, telegrams shall automatically be routed "Via Commercial," which is the normal route.

POST OFFICE



CIRCULAR.

THURSDAY, 17th JULY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF. POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Frenchman's Cove, B.O.I.	Mrs. Leslie Barnes to be Postmistress and Telephone Attendant as from the 4th June, 1947.
George's Brook	Mr. Charles Pelley to be Telephone Attendant as from the 2nd July, 1947.
St. Fintans	Mrs. S. J. Pike to be Postmistress and Operator as from the 1st July, 1947.
Lamaline	Miss Bessie Hooper to be Messenger-Assistant as from the 1st July, 1947.
Buchans	Mr. Claude Elliott to be Messenger as from the 27th June, 1947.
Garnish	Miss Jane Harris to be Messenger-Assistant as from the 1st July, 1947.
Placentia	Mr. Michael O'Keefe to be Messenger as from the 1st July, 1947.

TRANSFER

Windsor	Mr. H. T. Newhook, Postmaster and Operator at Newtown to be Postmaster and Operator at Windsor as from the 10th July, 1947.
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VACANCY

Newtown	Applications addressed to the Secretary will be received up to the 31st July for the position of Postmaster and Operator at Newtown, at a salary of \$1040.00 per annum. Applicants should state their names in full, date of birth and previous experience.
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SECRECY

The staff of the Post Office are reminded of the necessity of observing the strictest secrecy in regard to any information which may come under their notice in the course of their official duties. The divulgence of any such information is an offence against the Official Secrets Act.

Postmasters should particularly impress this upon new staff or when staff are engaged for relief work.

OFFICE OPENED

Georges Brook	A Telephone Office was opened at George's Brook on the 2nd July, 1947. The Telegraph Connecting Office is Clarenville.
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ENTRY OF UNAUTHORIZED PERSONS INTO POST OFFICES

It has come to notice that unauthorized persons have been entering Post Offices with or without the permission of the Officer-in-Charge. This is a definite breach of the postal regulations and must cease. Secretary's Circular No. 1 in this connection is again repeated for the information of all Postal officials:—

"The entry of persons other than officers of the Department duly authorized, or bearing authority in writing from the Secretary of the Department of Posts and Telegraphs, into all Telegraph Offices or Travelling Post Offices other than on the public side, is strictly prohibited.

"Any official of the Department who allows an unauthorized person to contravene this order, will render himself liable to dismissal."

MAILS

Service with Holland

Parcel Post service with Holland has been resumed. Parcels posted in Newfoundland for delivery in Holland will be despatched from St. John's, G.P.O., to the United Kingdom. The appropriate rates to be charged are as follows:—

Up to 2 lbs.....	80 cents
Up to 3 lbs.....	96 cents
Up to 7 lbs.....	\$1.50
Up to 11 lbs.....	\$2.10

DESPATCH OF AIR MAILS

Effective immediately Air Mail items originating at Post Offices from St. George's to Channel inclusive will be despatched as follows:—

- (1) Air Mail items addressed to the United Kingdom, European and Asiatic countries and to Australia and Islands in the Pacific ocean.

All such items must be despatched to No. 2 East Bound Express trains Foreign and Local.

- (2) Air Mail items addressed to Canada; the United States and to Central and South American countries:

(a) On days when there is no Foreign connection by No. 1 West Bound Express, such items must be despatched to No. 2 East Bound Express.

(b) On days when No. 1 West Bound Express connects with S.S. "Burgeon" at Port aux Basques, such items must be despatched to that train.

NOTE—The above instructions apply only to Offices from St. George's to Channel inclusive.

All Air Mail items originating at other offices must be despatched so as to reach Gander or St. John's, whichever is the quicker, with a minimum of delay.

Rates of Airmail Postage

Effective immediately the Department announces new and reduced Airmail rates as follows:—

	Letters	Postcards
European Countries including Eire	30c. per ½ oz.	20c. each
Africa and the Middle East	45c. per ½ oz.	35c. each
Asia	50c. per ½ oz.	40c. each
Oceania	50c. per ½ oz.	40c. each

The following countries are included in the European rate:—

Albania	Iceland
Austria	Italy
Belgium	Greece
Bulgaria	Holland
Corsica	Latvia
Crete	Lithuania
Czechoslovakia	Luxemburg
Denmark	Malta
Dodecanese Islands	Norway
Estonia	Poland
Faroe Islands	Portugal
Finland	Roumania
France	Spain
Germany	
Gibraltar	

17th July, 1947

1711

U.S.S.R. (Russia)
Vatican City

Yugoslavia

The following countries are included in the African Rate:—

Algeria
Anglo-Egyptian Sudan
Belgian Congo
British Somaliland
British Togo
British Cameroons
Cyrenaica
Dahomey
Egypt
Eritrea
Ethiopia
French Cameroons
French Equatorial Africa
French Guinea
French Somaliland
French Sudan
French Togo
Gambia
Gold Coast
Ivory Coast
Kenya and Uganda
Liberia

Madagascar
Mauritania
Mauritius
Morocco
Niger
Nigeria
Northern Rhodesia
Nyasaland
Portuguese East Africa
Portuguese West Africa
Reunion
Senegal
Seychelles
Sierra Leone
Somalia
South Africa
Southern Rhodesia
Spanish Guinea
Tanganyika
Tripolitania
Tunisia
Zanzibar

The following countries are included in the Middle East rate:—

Aden
Cyprus
Iraq
Iran
Persian Gulf (Bahrein
Dubai, Kuwait, Muscat

and Sharja)
Lebanon
Palestine
Saudi Arabia
Syria
Transjordan

The following countries are included in the Asiatic rate:—

Afghanistan
Brunei
Burma
Ceylon
French-Indio-China
Hong-Kong
India
Macao

Malay States
Netherland East Indies
North Borneo
Sarawak
Siam
Straits Settlements
Tibet

The following countries are included in the Oceanian rate:—

Australia
Banks Islands
Cook Islands
Fanning Island
French Settlements of Oceania
Fiji Islands
Gilbert and Ellice Islands
Nauru

New Caledonia
New Guinea
New Hebrides
Norfolk Island
Papua
Samoa
Solomon Islands
Tonga

Despatches to the above countries will be made via the United Kingdom. Postmasters should make the necessary amendments in the Airmail rates Supplement to the Post Office Circular of the 18th April, 1946.

ACCOUNTING Duty Account, No. 1416

Many Postmasters continue to use the old General Account Form for their duty account. On the 1st January, 1947, a new form was issued and special instructions were supplied for the preparation of the form. Postmasters are again requested to refer to the notice on page 1659

of the Post Office Circular of the 16th January, 1947, for full instructions on the preparation of Duty Account Form.

It is also noted that the name of the office is omitted on this form. Postmasters should ensure that the name of their office is shown. This would eliminate considerable work at Head Office in tracing the name of the office to which the account belongs.

Issuing of Money Orders

Officials are requested to give special attention when issuing Money Orders to ensure that the figure words and figures agree in both the Order and the advice as well as with the marginal cut before handing the order over to the remitter. A little care in this respect would eliminate delays in effecting payment of the Order at the paying office.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Echola, Ala	9,489 to 9,491
	9,512 to 9,538
	9,559 to 9,600
Ralph, Ala	38,801 to 39,000
Tucson, Sta. 2 Ariz.	105,942 to 106,000

TELEGRAPHS

Labrador Seasonal Offices

The following Labrador Seasonal Offices opened for season:

Smokey	28th June
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Ice Intelligence Service

Daily reports by telegraph from St. Anthony, Griket, Cooks Harbour, Battle Harbour, Fishing Ships Harbour, Cartwright and Hopedale to the Department of Natural Resources, which commenced on the 9th June, were discontinued after the 5th July.

Telegraph Traffic June

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	93,141	97,877	4,746
Priority	12,780	12,962	182
Phono-telegrams	2,700	2,750	50
Total Paid Traffic	95,841	100,627	4,786
Deadhead and Service Messages	10,081	9,672	409
Telegram equivalent Public Weather and Coastal Steamer information, etc.	8,460	6,544	1,916
Total Traffic	114,382	116,843	2,461

During the month 8 complaints were received and dealt with. In 5 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 15 cases of irregularities were disclosed through routine supervision. The comparative figures in this connection for the same month last year were: 10, 9 and 9.

Destruction of Old Telegrams

Attention is called to the regulations requiring the destruction of telegrams which are over two years old. These instructions were published in the Post Office Circular on page 1618 of the 29th August, 1946, and are again repeated.

The staff should note that all telegrams, services and deadhead messages, delivery receipts, etc., which have served their purpose, must be destroyed by being burned once a month. The back files for two years must however be kept on hand in case it is required to refer to them.

No office should, therefore, have on hand any telegrams, etc., dating beyond the 30th June, 1945. At the end of this month the old telegrams for July, 1945, should be burned and so on for each month, always keeping on hand the files for two complete years immediately previous.

Any telegrams, etc., stored in out buildings or back rooms must be taken out and destroyed.

If any Postmaster taking over an office finds that any large quantity of old files are on hand beyond the retaining period he should report the matter to

POST OFFICE



CIRCULAR.

THURSDAY, 31st JULY, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

St. Veronicas	Mr. John A. Barnes has been appointed Telephone Attendant as from the 14th July, 1947.
✓ Petites	Mrs. Robert Gosse to be Postmistress and Telephone Attendant as from the 1st August, 1947.
✓ Goulds, Brigus	Mrs. William Fowler to be Postmistress as from the 1st August, 1947.
St. Anthony	Miss Amelia Patey to be Assistant as from the 14th July, 1947.
Springdale	Miss Joyce Grant to be Messenger as from the 1st July, 1947.
Clareville	Miss Catherine Bennett to be Assistant as from the 9th July, 1947.
✓ Black Duck Brook	Mrs. Isabel Duffenais to be Postmistress and Telephone Attendant as from the 8th July, 1947.
Catalina	Miss Shirley Sheppard to be Messenger as from the 1st July, 1947.

OFFICE OPENED

St. Veronicas	A Telephone Office was opened at St. Veronicas on the 14th July, 1947. Telegraph traffic will circulate through St. Albans.
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OBITUARY

The Department regrets to announce the death of Mr. M. A. Fraser, Maintenance Engineer, who retired on the 31st January, 1946.

Mr. Fraser entered the Service in November, 1919, and leaves behind many evidences of his devotion to duty during many years of faithful service.

MAILS

Postal Service with Germany

It is notified that as from the 15th June, 1947, illustrated Postcards and transactions in respect of commercial correspondence are admitted in the International Postal Service with Germany, provided that:—

- (a) Illustrated Post Cards must not be profane or subversive and

- (b) Commercial correspondence concerns transactions which conform to the Laws and Regulations of the Allied Military Government and to German Law at present in force.

Air Mail Rates

The rate of Airmail postage to Alaska has now been set at ten cents (10c.) for each half ounce or fraction thereof.

Postmasters should make the necessary alteration in the list of Airmail rates.

Counterfeit United States Currency

The United States Secret Service, Treasury Department, has announced the discovery of the following counterfeit Federal Reserve Notes in circulation:—

1. \$10.00 Federal Reserve Note. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "I", face plate number 136, back plate number is indistinct, and series 1934. This note is a halftone reproduction printed on genuine paper obtained by bleaching a \$1.00 bill, portions of which are still discernible on specimen at hand. Treasury seal and serial numbers are printed in faded light green. The note bears Serial No. B224s9056A.
2. \$20.00 Federal Reserve Note. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Boston, Mass. It bears check letter "A", face plate number 16 or 13, back plate No. 306, and series 1934. It is of foreign origin. This note is a crude production printed from photo-etched zinc plates of poor workmanship. The Jackson portrait is especially bad, with glaring white spots in the hair, on the nose and around the right eye. Although the Treasury seal is printed on green, serial numbers on some notes are black. Serial number A14608159A. Makers of this note and their plant were captured in Bucharest, Roumania.
3. \$50.00 Federal Reserve Note. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "A", face plate number 4, back plate number 83, and series 1934. It is of foreign origin. A poor production printed on one sheet of fair grade bond paper. Grant's portrait is particularly poor. On some notes the serial number (B00074502A) is printed in black instead of green. The makers of this counterfeit and their plant were captured in Bucharest, Roumania.
4. \$50.00 Federal Reserve Note. This note bears a green Treasury seal and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "G", face plate number 4, back plate number is missing, and series 1934. It is of foreign origin. This counterfeit is a direct photograph which has been tinted pale green on the face and a darker green on the back. In the facsimile signature of Henry Morgenthau, Jr., the "y" in "Henry" is badly distorted. Poor photography has destroyed much of the shading in the Grant portrait. The makers of this counterfeit were captured in Bucharest, Roumania.
5. \$50.00 Federal Reserve Note. This note bears a green Treasury seal and is of foreign origin. It bears check letter "H", face plate number 2, back plate number 84, and series 1934. This is a fair reproduction which shows evidence of hand work. The small lines and dots in "Grant's" face give the impression of pockmarks instead of the delicate shading found in the genuine. The serial number (B00593456A) is unlike the genuine in style. The suffix letter "A" is long and narrow with the cross bar almost at the bottom.

The following counterfeit Silver Certificates have been discovered:—

1. \$1.00 Silver Certificate. This certificate bears a blue Treasury seal and is of foreign origin. It bears check letter "H", face plate number 717, no back plate number, and series 1934. This note, of fair workmanship, is printed on cheap, soft paper. The note face has a gray cast due to poor quality of black ink. The Treasury seal is heavily printed in dark blue and is the most noticeable feature of the face. The back is printed in a shiny dark green, with most of the border network lines obscured. The serial number is B11091723A.
2. \$5.00 Silver Certificate. This certificate bears a blue Treasury seal. It bears check letter "R"

face plate No. 1901, back plate No. 1541, and series 1934 C. This note is a deceptive production on one piece of good bond paper. Serial numbers are in a style unlike the genuine. Number in lower left corner is K42259856A and in upper right K42259865A. Treasury seal, in dark blue, shows evidence of hand work, and letter "U" in word "Thesaur" is noticeably distorted.

3. \$10.00 Silver Certificate. This Certificate bears a blue Treasury seal and is of foreign origin. It bears check letter "F" plate number 178 and back plate number 932, and series 1934A. This plate is a crude production, printed from photo-etched zinc plates of poor workmanship. The Hamilton portrait has noticeable white splotches in those portions which are shaded in the genuine.

Prohibited Articles for Export

Many enquiries are received from Postmasters as to the articles which are prohibited for export and which therefore may not be included in parcels addressed to places outside Newfoundland. For the information of all officials responsible for the acceptance of Parcels the following prohibited articles are listed:

FOODSTUFFS

The exportation of all foodstuffs is prohibited, except under permit from the Department of Supply. The exceptions are:

- (a) Products of the Newfoundland Fisheries. The Department of supply does not exercise control over such exports. The Newfoundland Fisheries Board is the licencing authority. However no permits are required for the export of fish foods whether green, prepared, canned or preserved, not covered by Licence requirement of the Fisheries Board.
- (b) Unsolicited Gift Parcels to persons in the United Kingdom may be exported by Post, without permits from the Department of Supply. However, such parcels should not contain SUGAR.

GOODS OTHER THAN FOODSTUFFS. PROHIBITED ITEMS

- (a) Clothing and articles of clothing of all kinds, whether made up or partly made up.
- (b) Handkerchiefs.
- (c) Household Articles as follows:—Towels, curtains, face cloths, dish towels, dusters, bed coverings of all kinds, sheets, blankets, quilts, pillow cases and covers, napkins, table cloths, floor rugs, carpets, linoleum and other floor coverings, car and travelling rugs.
- (d) Piece goods of all kinds.
- (e) Ladies' hand bags and ladies' purses of all kinds.
- (f) Umbrellas, parasols and parts therefor.
- (g) Threads for sewing, crochet or knitting of cotton, rayon, artificial silk, silk or linen or mixtures thereof. Buttons, pins and needles.
- (h) Smallwares as follows:—Ribbons, lace, velvet and velveteen goods, chains, cords, crepes, braids, tapes, embroideries, boot, shoe and stay laces and other smallwares of cotton, wool, linen, silk or artificial silks; elastic, round, flat or garter; elastic and non-elastic webbing; artificial flowers, hair nets and manufactures of hair.
- (i) Soaps as follows:—Medicated soap, toilet or fancy soap, laundry soap, powdered or flakes soap, shaving creams, shaving powders, cakes and sticks, scouring bricks, pastes, powders and household washing powders, other soaps, including liquid, lubricating, dyeing, oil and saddle soap, and shampoos.
- (j) Nails, spikes, brads, sprigs, and tacks of all kinds made of metal.

The exceptions under this heading are:

- (1) Unsolicited Gift Parcels, addressed to persons in the United Kingdom, may be sent by post without a permit from the Department of Supply.
- (2) Hand-made, home-knit woolen articles of clothing.
- (3) Fur goods manufactured in Newfoundland.
- (4) Goods manufactured by Nonia, the Grenfell Association and the Jubilee Guild of Newfoundland and Labrador.

ACCOUNTING

British Postal Notes

The United Kingdom Post Office has notified that the British Postal Order Service with Egypt and the Anglo-Egyptian Sudan is being withdrawn. Persons desiring to send remittances to these countries may, however, do so by means of Newfoundland Postal Money Orders.

Duty Parcels

The work of Duty Accounting at Head Office would be greatly decreased if Postmasters would, when they receive a parcel with no bill to cover, show on the back of the Duty Report at Space "A" the words "no bill", the date the parcel was received and the name of the party to whom the parcel was addressed.

The co-operation of all Postmasters is requested to assist in eliminating unnecessary work by complying with instructions.

TELEGRAPHS

Delivery of Telegrams at Harmon Field, Argentia, Gander and Goose Bay

Renewed attention is drawn to the instructions regarding the addressing of telegrams accepted for the above named points which have been frequently published in previous Post Office Circulars. The full and complete address is required in order to assist the Department in effecting deliveries otherwise telegrams must be accepted at senders risk and telegrams should be so endorsed. Senders should also be informed that in most cases even though a full address is carried it is practically impossible to make personal deliveries. Claims for refundment of charges in respect of telegrams that do not carry a full address will not be considered.

Additional Facilities at Botwood Wireless Office

An additional wireless circuit was put into operation at Botwood Wireless Office on the 19th July to facilitate the movement of traffic during the busy season.

Bonavista Direct Landline Communication with St. John's

As from the 13th July Bonavista has been worked by direct landline instead of wireless via Topsail.

Address of Telegrams for Forces Personnel in Palestine

Advice has been received that destination in address for telegrams to forces personnel in Palestine will in future be "British Forces in Palestine", written in full but counted as one word. Rates are as for Palestine. Usual public classes and also Expeditionary Force Message Service are available.

POST OFFICE



CIRCULAR.

THURSDAY, 14th AUGUST, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Bell Island Mines	Miss Marjorie Noseworthy to be Assistant as from the 3rd July, 1947.
Windsor	Miss Adeline Evelyn to be Messenger-Assistant as from the 23rd July, 1947.
Stephenville	Miss Theresa Slaney to be Postmistress and Telephone Attendant as from the 3rd August, 1947.
✓ <u>Boyd's Cove</u>	Mrs. Ambrose Burry to be Postmistress and Telephone Attendant as from the 1st August, 1947.
Port Union	Miss Nita Pike to be Messenger-Assistant as from the 1st August, 1947.
Corner Brook	Mr. Foster Brake to be Assistant as from the 4th August, 1947.
Corner Brook	Mr. Claude Webb to be Assistant as from the 4th August, 1947.
<u>Victoria, C.B.</u>	Mr. Mark Clarke to be Postmaster and Telephone Attendant as from the 1st August, 1947.
Gander	Mr. Shirley John Butler to be Junior Assistant as from the 1st August, 1947.
Springdale	Miss Marjorie Blackler to be Messenger as from the 1st August, 1947.
LaScie	Miss Josephine Clance to be Messenger-Assistant as from the 4th August, 1947.
✓ <u>Black Duck Cove</u>	Mr. Abraham Dredge to be Postmaster and Telephone Attendant as from the 26th July, 1947.

TRANSFER

St. John's, Harvey Road	Miss Irene Easterbrook, <u>Postmistress Pouch Cove</u> , to be Counter Clerk St. John's, Harvey Road, as from the 1st September, 1947.
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PROMOTIONS

Windsor	Miss Bessie Jenkins, Messenger-Assistant, to be Assistant as from the 23rd July, 1947.
Gander	Mr. George King, Junior Assistant, to be Assistant as from the 1st August, 1947.
Springdale	Miss Joyce Grant, Messenger, to be Assistant as from the 1st August, 1947.

14th August, 1947

RETIREMENT

✓ Long Beach, Random Mrs. Charlotte Vey, Postmistress and Telephone Attendant, will retire on the 19th August, 1947.

OFFICE CLOSED

St. Barbe The Post and Telephone Office at St. Barbe was closed on the 25th July, 1947. Mails for this settlement will be handled through Black Duck Cove.

OFFICE OPENED

✓ Black Duck Cove A Post and Telephone Office was opened at Black Duck Cove as from the 26th July, 1947. This office will replace the Office at St. Barbe which was closed on the 25th July. Telegraph traffic will circulate through Flower's Cove.

✓ Goose Airport Sub-Office "A" A Money Order Office was opened at Goose Airport Sub-Office "A" on the 1st August, 1947. Postmasters should add this Office to their list of Money Order Offices.

FACILITIES INSTALLED

✓ Fox Cove, Burin Money Order facilities were installed at Fox Cove, Burin, on the 4th August, 1947.

✓ Portugal Cove South Money Order facilities were installed at Portugal Cove South as from the 4th August, 1947.

Postmasters should add these offices to their list of Money Order Offices.

OBITUARY

The Department regrets to announce the death of Mr. John C. Short, at St. Pierre Hospital on the 23rd July, 1947.

Mr. Short entered the Service as Postmaster and Operator at Great Burin on the 27th January, 1918, and was transferred to the position of Postmaster-Operator at Hermitage on the 1st July, 1939, which position he held until his death.

DRAFT CIVIL SERVICE ACT

The Commission of Government has published a Bill entitled "An Act respecting the Civil Service" in the Newfoundland Government Bulletin with a Statement of Objects and Reasons for general information and comment.

A copy of the June-July, 1947, Newfoundland Government Bulletin has been mailed to all officials and officials having any observations to make upon this Bill should address their comments to the Secretary for Finance, Duckworth Street, St. John's, in time to ensure receipt by a date not later than the 15th August, 1947.

MAILS**Parcel Post Service with Austria**

Parcel Post Service with Austria has been resumed. Parcels posted in Newfoundland for delivery in Austria will be despatched from the St. John's G.P.O. via the United Kingdom.

The following rates apply:—

Up to 2 pounds	\$1.32
Over 2 pounds but not over 7 pounds	1.92
Over 7 pounds but not over 11 pounds	2.52

The limit of weight is 11 pounds.

Notices of Counterfeit Currency

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$10 Federal Reserve Note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Philadelphia, Pa. It bears check letter "G", faceplate number 9, backplate number 1147, and series 1934-A. It is of foreign origin. This note is printed on one sheet of good paper which contains a few small red and blue fibers. Missing lines in top portion of Hamilton's hair make that area whiter than in genuine. In the Treasury seal the key is noticeably thinner than that in the genuine. On specimen at hand a faint green hairline extends along note bottom (outside the design) from lower right corner to appoint under the "LL" in Dollars.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$20 Federal Reserve note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of San Francisco, Calif. It bears check letter "A" faceplate number 39, backplate number 382 series 1934A. This note, produced by a photo-copy process, has the appearance of a photograph and is printed on paper which is smooth and stiff. In the large word TWENTY to the right of the portrait, portions of the letters WEN have been obliterated in an effort to bring out the Treasury seal, which is green and black. Secret Service agents arrested the maker of this counterfeit at Mobile, Ala., June 8, 1947.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$100 Federal Reserve note in circulation. This note bears a green Treasury seal and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "C", face plate number 3 or 8, back plate number indistinct, and series 1934. It is of foreign origin. This note is of poor workmanship. In the Franklin portrait the long hair at the (examiner's) right blends with the crosshatched background and is barely distinguishable. Seal and serial number (B01085610A) are in light green. In serial number the prefix and suffix letters are noticeably thicker than the numerals.

The United States Secret Service, Treasury Department, has announced the discovery of a new counterfeit \$100 Federal Reserve Note in circulation. This note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of New York, N.Y. It bears check letter "F", face plate number 2, back plate number 74, and series 1934. It is of foreign origin. This note is of fair workmanship printed on one sheet of paper bearing faint red and blue ink marks. There is considerable hand work, especially in the portrait. Lines shading the area around Franklin's mouth and on his face and neck are in a heavy pattern suggestive of a beard. In the dull green Treasury seal the word "Amer." appears to be "Amen." Also the "S" in "Sigil" is of a square block type resembling the numeral 5 more than the letter "S".

Care should be exercised in the acceptance of notes of this character.

ACCOUNTING

Special Allowance for Radio Licence Collections

The Radio Branch advises that many claims for allowance in respect of Radio Licence Fees collected are received which do not comply with the instructions issued on page 1574 of the Post Office Circular of the 28th March, 1946.

The following points should be borne in mind:—

1. Claims should be submitted twice yearly; that is at the 30th June and the 31st December.
2. The total number of licences issued should be shown.
3. The serial number of the Licences, the dates of the remittances to the Cashier, Head Office and the register number, should be shown on the statement.
4. Offices which collect fees but do not issue licences should show the names of the persons from whom the fees were collected in addition to the date of remittance to the Cashier.
5. The office and signature of the official in charge should be clearly stated.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—
San Francisco, A.P.O. 343, Calif., Unit 2 22,001 to 22,200

TELEGRAPHS

Direct Landline Communication with St. John's

As from the 8th August, Catalina and Port Union are being worked by direct landline instead of wireless via Topsail. Long distance telephone service is also available to these places as from 8th August.

Increase in Rates Between the United States and Newfoundland and Labrador

Effective as from the 5th August, 1947, the rate on telegrams between the United States and Newfoundland and Newfoundland Labrador was increased 20% on all classes of messages and the Night Message Service was discontinued. This increase also applies between St. Pierre and Miquelon and Newfoundland.

Rate Between Newfoundland Labrador and Points Within British Empire

Effective as from the 1st August, 1947, the rates between Newfoundland Labrador and points within the British Empire except Canada and United States possessions outside the continental United States will be the same as between Newfoundland and these points.

Telegraph Traffic July, 1947

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	97,834	102,853	5,019
Priority	13,256	11,813	1,443
Phono-Telegrams (estimated).....	2,350	2,500	150
Total Paid Traffic.....	100,184	105,353	4,664
Deadhead and Service Messages	10,689	10,129	560
Telegram Equivalent Public Weather and Coastal Steamer Information.....	9,336	7,328	2,008
Total Traffic.....	120,209	122,810	2,601

During the month 11 complaints were received and dealt with. In 8 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 14 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 8,6 and 6.

POST OFFICE



CIRCULAR.

THURSDAY, 28th AUGUST, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Long Beach, Random	Mrs. Elsie Vey to be Postmistress and Telephone Attendant as from the 19th August, 1947.
Belleoram	Mr. Frank Dicks to be Messenger as from the 12th. August, 1947.
Hr. Buffett	Miss Vera Ingram to be Messenger-Assistant as from the 15th August, 1947.
Irishtown	Mrs. Robert Piercey to be Telephone Attendant as from the 11th August, 1947.
St. John's Telegraphs	Miss Agnes Keough to be Phonogram Clerk as from the 1st August, 1947.

TRANSFER

✓ Grand Bruit	Miss Audrey Banfield, Postmistress and Operator, Cape La Hune, to be Postmistress and Operator at Grand Bruit as from the 1st September, 1947.
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OFFICE OPENED

Irishtown	A Telephone Office was opened at Irishtown, Bay of Islands, on the 11th August, 1947. The Telegraph Connecting office is Corner Brook.
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RETIREMENT

✓ Point May	Mrs. Thomas Stacey, Postmistress and Telephone Attendant, will retire on age limit on the 15th September, 1947.
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FACILITIES INSTALLED

Brent's Cove	Money Order facilities were installed at Brent's Cove on the 11th August, 1947.
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BIRTH AND MEDICAL CERTIFICATES

All appointees to the Civil Service are required to furnish a birth certificate and a certificate of medical fitness on appointment. Officials, who have not already furnished these certificates, should attend to this matter immediately.

Birth certificates will be returned under registered cover as soon as they have been entered in the records and checked by the Auditor.

If it is impossible to obtain a birth certificate, every effort should be made to produce a baptismal certificate which should show the date and place of birth, and if that too, for any reason is impossible, a sworn declaration should be completed before a Justice of the Peace, Magistrate or Clergyman. It must be understood that the sworn form will only be accepted where it is impossible to obtain a birth certificate.

STATISTICAL REPORTS

Postmasters are again reminded that Semi-Annual and Monthly Traffic Reports must not be registered. These reports should be addressed to the Staff Clerk and forwarded by ordinary mail.

MAILS

Emptying of Mail Bags

It is evident that the instructions issued in the Post Office Circular from time to time in respect of the emptying of mail bags are not being observed at all offices. All Postmasters, especially those in charge of distribution offices, are again instructed to make sure that all mail bags are emptied by turning them inside out.

Rates of Postage to Goose Airport

Apparently some Postmasters are not aware that the rates of postage to Goose Airport are the same as for any place in Newfoundland. Inquiries at some Post Offices reveal that the Postmasters do not know the rate to Goose Airport and as a result it is considered advisable to issue this notice.

The rates of postage on letters and parcels are the local rates and the Air Mail is seven cents.

Telegraph rates are those applicable to Labrador.

ACCOUNTING

Remittances to the Cashier, Head Office

Postmasters are reminded that all remittances to the Cashier, Head Office, must be accompanied by a separate remittance form for each and every account. The General Remittance Form No. 1045 is to be used for Postage Stamp, Telegraph and Miscellaneous remittances; Form No. 1046 for Duty; Form No. W.S.C. 1 for National Savings Stamps and Form No. S.B. 19 for Saving Bank business. In addition all remittances must be accompanied by Declaration Form No. 1084. If there is a shortage of any of these forms at any office a supply should be requisitioned by the Postmaster from the Controller of Stores, St. John's.

The omission of a remittance form creates additional work for the Cashier who has to prepare a form for the remittance which is the duty of the Postmaster. During the past few weeks a list of offices was prepared where the officials had omitted to enclose a Duty remittance form with a remittance for duty. Apparently officials at these offices are under the false impression that the Duty Account, Form No. 1416, is sufficient. The Duty Account Form No. 1416 is to be forwarded to the Chief Accountant and not the Cashier. Offices who have been negligent in this respect:—

28th August, 1947

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- ✓ Bartlett's Harbour
- ✓ Boxey
- ✓ Bunyan's Cove
- ✓ Cape Onion
- ✓ Champney's
- ✓ Colliers Riverhead
- ✓ Davis Cove
- Deer Harbour
- ✓ Elliston
- ✓ Famish Cove
- ✓ Ferryland
- ✓ Haystack
- ✓ Isle Valen
- Lawn
- ✓ Lomond

- Lord's Cove
- Lourdes
- ✓ Lower English Hr. East
- Monkstown
- ✓ New Bonaventure
- Old Shop
- Petty Harbour
- ✓ Princeton
- Riverhead, Salmonier
- St. Joseph's, P.B.
- Salmon Cove, B.D.V.
- Sweet Bay
- Terrenceville
- Tilt Cove
- Trinity East.

The following is a further list of offices where Postmasters are not forwarding the Declaration Form No. 1084 with remittances to the Cashier:—

- Argentia
- Bartlett's Hr.
- Bay de Verde
- ✓ Bear Cove
- Bellevue East
- Benoit's Cove
- ✓ Birchy Head
- ✓ Brown's Arm
- ✓ Burin Bay Arm
- ✓ Burnt Point
- ✓ Campbell's Creek
- ✓ Cape Freels
- Chance Cove East
- ✓ Chapel Arm
- ✓ Chapel's Cove
- ✓ Codroy Pond
- ✓ Cox's Cove
- ✓ Deep Bight
- ✓ Donovan's
- ✓ Femme
- ✓ Flat Bay, St. George's
- ✓ Fleur De Lys
- ✓ Fox Cove, Burin
- ✓ Fox Hr., P.B.
- ✓ Fox Island River
- ✓ Frenchman's Cove, B.O.I.
- ✓ Gambo
- ✓ Goose Cove, W.B.
- ✓ Goulds, Brigus
- Harvey Road, St. John's
- Lance Au Clair
- Lance Au Loup
- ✓ Lark Harbour
- Little Bay West
- Little Catalina
- Little Hr. Deep
- Logy Bay
- ✓ Long Beach, Random

- Long Hr., P.B.
- Lumsden
- Makkovick
- Maryvale
- ✓ McIvers
- Meadows
- Middle Brook South
- Mosquito
- ✓ Northern Arm
- ✓ North Hr., St. Mary's
- North West River
- Old Shop
- ✓ Patrick's Cove
- Peter's River
- ✓ Petty Harbour
- Piccadilly
- Point May
- ✓ Point Verde
- Portugal Cove, C.B.
- Pound Cove
- Red Bay, Labrador
- Richards Harbour
- Riverhead, Salmonier
- River of Ponds
- Rocky Harbour
- St. Barbe *closed 25 Aug 47*
- St. Bernard's
- St. Bride's
- St. Jones Without
- Seal Cove, W.B.
- Ship Cove, P.B.
- Shoal Cove West
- Stephenville
- Sunnyside
- Sweet Bay
- Terrenceville
- Tilt Cove
- Upper Ferry

Postmasters at the above mentioned offices should observe the instructions which have been issued in respect of the Declaration Form and in future enclose this form with their remittances to the Cashier.

Redemption of War Savings Certificates

It has been noticed that some Postmasters are including War Savings Certificates as cash with their remittances.

Postmasters must not accept these certificates nor cash them. They may only be redeemed at the Newfoundland Savings Bank, St. John's, and any person presenting them at a Post Office for encashment should be informed that the certificates must be forwarded to the Newfoundland Savings Bank, which is the only place they may be cashed.

Date Stamping of Cheques

All cheques which are enclosed in remittances to the Cashier and to the Bank of Montreal, St. John's, must be date-stamped on the back of the cheque with the date-stamp of the office from which it is being remitted. This is essential and must be observed by all officials.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order forms have been reported stolen:—

Donovan, G.A.10401 to 10800
Dogcreek, Ky. 1263 to 1600

Stolen Canadian Postal Money Order Forms

The following Canadian Postal Money Order forms have been reported stolen:—

Sutton West, Ontario 194-05186 to 194-15200
(Office numbered 4473) 304-09001 to 304-09800

TELEGRAPHS

Service With Palestine

Advice has been received from the Commercial Cable Company that, due to staffing difficulties at Jaffa resulting from the curfew, telegrams to Telaviv and Jaffa are subject to delay.

Service With Germany

The Commercial Cable Company advises that Geryakcam has been registered with the German Post Office as a Cable code address for their Company at Wiesbaden. Clients wishing to send telegrams to Wiesbaden may address them Geryakcam, Wiesbaden.

POST OFFICE



CIRCULAR.

THURSDAY, 11th SEPTEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- | | |
|------------------------------------|---|
| Bishop Falls | Miss Rita Bouzane to be Messenger Assistant as from the 23rd August, 1947. |
| St. John's | Mrs. M. Ryan to be Counter Clerk, G.P.O., as from the 29th July, 1947. |
| ✓ <u>Lark Harbour B.O.I.</u> | Mrs. Olive Sheppard to be Postmistress and Telephone Attendant as from the 1st September, 1947. |
| ✓ <u>Centre Cove, T.B.</u> | Mrs. George Snook to be Postmistress and Telephone Attendant as from the 1st September, 1947. |
| ✓ <u>Cape La Hune</u> | Mr. Henry Dominie to be Postmaster and Operator as from the 1st September, 1947. |

TRANSFER

- | | |
|--------------------------|---|
| ✓ <u>Hermitage</u> | C. Snow, Postmaster and Operator, Gaultois, to be Postmaster and Operator at Hermitage as from the 1st September, 1947. |
|--------------------------|---|

RETIREMENT

- | | |
|---------------------------|--|
| <u>St. George's</u> | Miss Eleanor Gillis, Postmistress and Operator, retired on medical grounds on the 31st August, 1947. |
|---------------------------|--|

FACILITIES INSTALLED

- | | |
|---------------------------|--|
| ✓ Forteau, Labrador | Money Order facilities were installed at Forteau on the 1st August, 1947. |
| Red Bay, Labrador | Money Order facilities were installed at Red Bay on the 10th August, 1947. |

OBITUARY

The Department regrets to announce the death of Mr. Herbert Raines, as the result of a motor accident on 3rd September, 1947.

Mr. Raines entered the Service as Messenger on the 12th January, 1913, and was promoted to Assistant Head Postmaster on the 1st April, 1945, which promotion he held until his death.

MAILS

Establishment of Parcel Post Services with Other Countries

Parcel Post Services have been re-established to the following countries. Parcels posted in Newfoundland for delivery within the countries listed below will be despatched from St. John's G.P.O. via United Kingdom.

The following rates apply:—

Country	WEIGHT				
	2 lb.	3 lb.	7 lb.	11 lb.	22 lb.
French Guinea	\$1.20	\$1.50	\$1.90	\$2.46	\$4.68
Greenland92	1.32	1.68	2.28	4.32
Ivory Coast	1.20	1.56	1.92	2.58	4.80
Roumania	1.56	1.92	2.28	3.06	5.76
Togo (French)	1.20	1.56	1.92	2.58	4.80
Yugoslavia	1.44	1.80	2.16	2.82	5.34

GIFT PARCELS ONLY TO THE FOLLOWING COUNTRIES

Albania	1.92	2.34	2.70	3.42	6.24
Bulgaria	1.56	1.98	2.34	3.06	5.64
Germany96	1.20	1.56	2.16	4.08
Greece	1.02	1.80	2.16	3.00	5.34
Italy	1.20	1.44	1.80	2.46	4.56
Vatican City	1.20	1.44	1.80	2.46	4.56

AMENDED RATES

Belgian Congo	1.20	1.20	2.22	3.18	5.94
Cameroons (French)	1.08	1.20	1.74	2.40	4.20
Dahomey	1.20	1.56	1.92	2.58	4.80
Finland	1.08	1.38	1.74	2.28	4.26
French Equatorial Africa	1.26	1.56	1.92	2.64	4.92
Madagascar	1.38	1.80	2.16	2.94	5.46
Mauritania96	1.32	1.68	2.34	4.14
Niger	1.20	1.56	1.92	2.58	4.80
Reunion	1.38	1.80	1.82	2.94	3.06
Senegal96	.96	1.08	2.34	4.14
Sweden	1.08	1.08	1.92	2.82	4.92
Sudan (French)96	.96	1.68	2.34	4.14

Insufficient Postage on Air Mail Items

It has been noted that airmail letters continue to be received at Gander and St. John's for reforwarding bearing insufficient postage. All such letters are therefore cancelled as airmail items, and forwarded as ordinary surface means.

Postmasters should ascertain that the correct amount of postage is placed on each item before despatching, this will avoid changing of route at the re-despatching office.

In a great many cases airmail letters for the United States bear only seven cents postage instead of ten cents per half ounce.

11th September, 1947

1727

The correct airmail postage rates are contained in a general list issued in February 1947, a copy of which was sent to each office. If you have not received a copy you should requisition same from the Controller of Stores at once.

The following rates should be followed:

Canada, per half ounce	7 cents
United States, per half ounce	10 cents
United Kingdom, per half ounce	20 cents

Discontinuance of C.O.D. Form 1352

On and after July 31st the use of Form 1352 "Record of C.O.D. Parcels received for delivery" will be discontinued. Officials should bear in mind the importance of prompt return to office of despatch of part "D" of C.O.D. tag.

ACCOUNTING

Money Orders issued for a payment in United States must show the full name of the office of payment, the state where it is located and the name of the country.

The United States Postal Administration reports that in many cases Money Orders issued in Newfoundland for payment in the United States are irregular in the following respects:

1. Name of paying office omitted, misspelled or abbreviated.
2. Name of state omitted or misspelled.
3. Names of paying Office and State omitted.

In order to avoid unnecessary delay in payment, the greatest possible care must be taken to see that the full name of the office of payment, the name of the state (the usual abbreviation for the name of the State should be used), and the country are shown on Money Orders issued for payment in the United States.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Bass River, Mass.	33383 to 33400
Glendale, Sta. 1, Calif.	104982 to 105200
Hart Lot, N.Y.	31441 to 31600
Huntigdon, N.D.	61667 to 64000

Students at Outport Offices

Young men or women between the age of 15 and 20 years old may, with the prior authority of the Secretary, be admitted to Outport Post Offices to learn telegraphy and Post Office work, under instruction from the Postmaster. Only one student will be admitted at an office at a time, and he or she must be of good character without any physical handicap and have at least Grade VIII education.

The tuition period is for six months after which telegraph tests are applied.

If the student has made sufficient progress to justify an extension this is usually granted for a further period of six months.

The progress of students is carefully watched from the monthly reports which the Postmaster is expected to furnish to the Secretary and preference with regard to relief work or permanent employment is given to those who show the best results. The Department does not, however, guarantee to find a position for the student when the course is finished and he or she must clearly understand this before being allowed to take the course of instruction.

Postal and telegraph officials are strictly forbidden to accept remuneration or other consideration from students.

TELEGRAPHS**Trinity Direct Landline Communication With St. John's**

As from the 4th September, Trinity is being worked by direct landline instead of wireless via Topsail. Long distance telephone service is also available from the same date.

Service with Palestine

Reference to notice which appears on page 1724 of the Post Office Circular of the 28th August, 1947, advice has been received that service with Jaffa and Televiv is now normal.

POST OFFICE



CIRCULAR.

THURSDAY, 25th SEPTEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

✓ Port au Port	Miss Margaret Joy to be Postmistress and Operator as from the 5th September, 1947.
✓ Port au Port	Miss Alice Kenny to be Assistant as from the 1st September, 1947.
Harmon Field	Mr. Roy White to be Assistant as from the 6th September, 1947.
✓ Jamestown, B.B.	Mr. Tilson Ivany to be Postmaster as from the 9th. September, 1947.
✓ Pacquet, W.B.	Miss Doris Norman to be Postmistress as from the 8th September, 1947.
✓ Point May, P.B.	Mrs. Louis Stacey to be Postmistress and Telephone Attendant as from the 21st September, 1947.

MAILS

Small Packets

Postmasters are requested to bring to the attention of the public the existence of a Small Packet Service in both the Inland and Foreign mails. The Small Packet Service, in many cases, offers a cheaper rate than Parcel Post and small packets are transmitted in the letter or paper mails and normally arrive at destination in quicker time than Parcel Post. Every endeavour must be made to bring this service to the attention of the public. The following information regarding the Small Packet Service must be observed.

INLAND SMALL PACKETS: Goods and merchandise etc., up to a weight of 8 ozs. may be sent by the Small Packet Service in the Inland Post at the rate of 2 cents for each 2 ozs. or fraction of 2 ozs. Coin; Bank Notes; Currency Notes; Negotiable instruments payable to bearer; Gold; Silver; Precious Stones; Jewels and other valuable articles; postage stamps used or unused or letters are not admitted to the Inland Small Packet Service.

FOREIGN SMALL PACKETS: Small packets up to a weight of 2 lbs. and at a rate of 10 cents for the first 10 ozs., and 2 cents for each additional 2 ozs. or fraction thereof may be sent to all Foreign Countries

EXCEPT THE FOLLOWING:—

Anglo-Egyptian Sudan	Korea
Azores	Labuan
Bechuanaland Protectorate	Latvia
Bulgaria	Lebanon
Burma	Lithuania
Canada	Macao
Cape Verde Islands	Madagascar
Chile	Madeira Islands
China	Malaya
Colombia	Morocco (British) except Tangier
Cuba	Morocco (Spanish Zone)
Egypt	Panama
Eire	Paraguay
Estonia	Peru
Finland	Portugal
French Guiana	Portuguese Colonies (except Timar)
Germany	Rhodesia, Northern
Gilbert and Ellice Islands	Rhodesia, Southern
Guatemala	Rio de Oro
Haiti	Salvador (EI)
Iceland	South-West Africa
India, British	Spanish Guinea
Iraq	Tanganyika Territory
Italian Colonies of Somaliland, Cyrenaica,	Union of South Africa
Eritrea, Transjubaland and Tripolitania	Union of Soviet Socialist Republics
Italy	Uruguay
Kenya and Uganda	Vatican City State
	Zanzibar and Pemba

IT IS IMPORTANT TO NOTE THAT SMALL PACKETS MAY BE SENT TO GREAT BRITAIN, AND THE UNITED STATES BUT NOT TO CANADA.

Goods and merchandise etc. may be sent by foreign small packets but articles which may not be sent by letter post are excluded; and, in addition, the following may not be sent in small packets: Coin, Bank Notes; Currency Notes; Negotiable instruments payable to bearer; platinum, gold or silver; precious stones; jewels and other valuable articles; postage stamps whether obliterated or not, or any paper representing a monetary value; letters, notes or documents having the character of actual and personal correspondence, but an open invoice as well as a copy of the name and address of the sender and the addressee may be enclosed.

Small packets must be so packed as to be easy of examination by Officials of the Post Office. They must be endorsed "SMALL PACKET" in the upper left hand corner of the address side. Both the name and address of the sender must be shown on the outside of the packet. A green Customs label C1, form 1234, showing the nature and value of the contents must, in all cases, be affixed to the address side of a small packet addressed to Foreign Countries. SMALL PACKETS mailed in Newfoundland to addresses in other countries may be registered but they must not be insured.

ACCOUNTING

Lapsed Money Orders and Postal Notes Must Not Be Paid Without Special Authority

The Audit of Money Orders disclosed that Money Orders are being paid after they have become lapsed (viz.—one year from the last day of the month of issue) without the special authority of the Department being obtained.

The date of issue of Money Orders and Postal notes must be carefully examined before payment and under no circumstances may a lapsed Money Order be paid before receipt of authority from Head Office.

Stolen U.S. Postal Money Order Forms

The following U.S. Postal Money Order Forms have been reported stolen:—

New York 15901 Br., N.Y.....	11692 to 11698
New York 15901 Br., N.Y.....	11747 to 11748
West Friendship, M.D.	13718 to 14000
Grand Rapids, Sta. 6, Mich.....	127913 to 128000
Lamero Ky	5572 to 5600

TELEGRAPHS

Changes in Rates to Philippine Islands

	Full rate	CDE	LC	NLT	
Manilla53	.32	.26½	4.42	and 17 2/3 cents for each word in excess of twenty-five.
Other Offices Luzon & Bataan					
Islands58	.35	.29	4.82	and 19 1/3 cents for each word in excess of twenty-five.
Other Islands71	.43	.35½	5.92	and 23 2/3 cents for each word in excess of twenty-five.

Telegrams at Urgent Rates via Cable and Wireless

Effective the 1st September Cable and Wireless Limited accepts urgent telegrams at double the full-rate to all countries with the exception of United States and its possessions, Canada, Burma, Fiji Islands (except Suva), Netherlands East Indies, New Hebrides, Japan, Ifni, Reunion. Urgent press telegrams are also acceptable at the ordinary full rates. In the case of the British Empire the urgent press rate is half the ordinary full rate, and Newfoundland to United Kingdom is nine cents per word. Private filers of telegrams which they require Airflashed should be requested to pay Urgent rates. This does not apply to Government telegrams. Telegrams from private filers which bear the indication URGENT will be debited at the urgent rates as from the 1st September. Ordinary rate telegrams from airports or air passengers will take their turn with other full rate telegrams.

Service with India

Advice has been received that due to interruption of communications, traffic for LaHore and points served by LaHore in both East and West Punjab is subject to serious and indefinite delay.

Telegrams for British Forces Personnel in France

The special address regulations in respect to telegrams addressed to British Forces personnel in France have been cancelled. Civil postal address and rates and services appropriate to public telegraph service with France should now be used.

Telegraph Traffic August 1947

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority	96,015	102,378	6,363	—
Priority	13,039	11,205	—	1,834
Phono-telegrams (estimated)	2,300	2,500	200	—
Total Paid Traffic	98,315	104,878	6,696	—
Deadhead and Service Messages.....	10,407	9,241	—	1,166
Telegram equivalent Public Weather and Coastal information	6,990	7,696	706	—
Total Traffic	115,712	121,815	6,103	—

During the month 16 complaints were received and dealt with. In 15 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 21 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 12, 9 and 14.

POST OFFICE



CIRCULAR.

THURSDAY, 9th OCTOBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Botwood Wireless	Miss Phyllis Elliott to be Learner as from the 13th September, 1947.
Grand Falls	Mr. Ronald Murray to be Carrier as from the 1st September, 1947.
Bell Island Mines	Miss Madonna Boland, to be Messenger as from the 1st September, 1947.
Woods Island	Miss Mercedes Duffy to be Postmistress and Telephone Attendant as from the 15th September.
Gander	Mrs. D. P. Heath to be Supervisor Telephone Exchange as from the 23rd September, 1947.
Botwood	Mr. Herbert Champion to be Messenger as from the 15th September, 1947.
Fogo	Mr. George William Pope to be Messenger-Assistant as from the 11th September, 1947.
Catalina	Miss Annie Sweetland to be Messenger as from the 7th September, 1947.
Gander	Mrs. E. Pritchett to be Telephone Exchange Operator as from the 1st October, 1947.
✓ Brookfield	Mrs. Grace Best to be Postmistress and Telephone Attendant as from the 29th September, 1947.
Burin	Miss Marguerite Hollett to be Messenger as from the 1st October, 1947.
Hr. Breton	Mr. Clyde Snook to be Messenger-Assistant as from the 1st October, 1947.
✓ Brighton	Miss Audrey Bridger to be Postmistress as from the 1st October, 1947.

PROMOTION

Topsail	Mr. Ralph Mercer, Messenger-Assistant, to be Temporary Teleprinter Operator, Topsail, as from the 8th September, 1947.
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TRANSFER

Goose Airport, Sub-Office "A"	Mr. Thomas Rowsell, Postmaster and Operator Port Blandford, to be Postmaster Goose Airport, Sub-office "A" as from the
-------------------------------------	--

OBITUARY

The Department regrets to announce the death of Mr. I. M. Tucker, at Burnt Point, B.D.V., on the 25th September, 1947. ✓

Mr. Tucker entered the Service on the 1st November, 1936, as Postmaster and Telephone Attendant at Burnt Point. ✓

FACILITIES INSTALLED

Spencer's Cove Money Order facilities were installed at Spencer's Cove on the 11th August, 1947. Postmasters should add this office to their list of Money Order Offices.

STANDARD TIME

Notice was given that, under the provisions of the Standard Time (Newfoundland) Act, 1935, the hour of Midnight on the evening of Sunday, 5th October, 1947, became eleven o'clock, and normal or standard time shall thereafter continue, in accordance with the provisions of the said Act.

MAILS

Parcel Post Instructions

The following instructions regarding the Parcel Post Service must be observed by Postmasters:—

- (a) **Inland Parcel Post:** Parcels on which insufficient postage has been paid must not be forwarded. They must, instead, be held in the office of posting and the sender notified as to the additional postage due. Should the sender decline to pay the additional postage the parcel will be returned to him but the postage paid, if any, will not be refunded. In cases where the sender is not known insufficiently prepaid parcels must be forwarded to the Parcel Post Exchange Office at St. John's for disposal. -

Parcels posted in Newfoundland may be re-forwarded to addresses in Newfoundland in the same manner and under the same conditions as letters and other items.

Any parcel which is received addressed to a person who has left Newfoundland, and the name and address of the sender are shown on the wrapper must be endorsed "Undelivered Party left the Country", and returned direct to the sender. If the name and address of the sender are not known, the same endorsement must be made and the parcel forwarded to the Parcel Post Exchange Office, St. John's, for return to the sender.

- (b) **Foreign Parcel Post:** Every parcel, when first posted must be fully prepaid. Parcels on which insufficient postage has been paid must not be forwarded. They must, instead, be held in the office of posting and the sender notified as to the additional postage due. Should the sender decline to pay the additional postage the parcel must be returned to him, but the postage paid, if any, will not be refunded. In cases where the sender is not known insufficiently prepaid parcels must be forwarded to the Parcel Post Exchange Office at St. John's for disposal.

Should any parcel posted abroad be found on receipt in Newfoundland to be short paid the deficiency in postage will be charged on it by the receiving office and collected on delivery at the office of destination.

Parcels received from other countries may be reforwarded to addresses in Newfoundland free of charge.

Parcels received from other countries may be re-directed to the addressee at another address in the country of origin if the person authorizing the re-direction prepays full return postage equal to the postage which would have been paid had the parcel been posted originally in Newfoundland or gives a written guarantee that such return parcels may also be redirected to another address in the country

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Parcels received from other countries may be re-directed to a third country only if the person authorizing the redirection prepays full return postage equal to the postage which would have been paid had the parcel been posted originally in Newfoundland.

If a parcel received from outside Newfoundland cannot be delivered the parcel must be plainly endorsed with the reason for non-delivery such as "Undelivered Parcel left the Country" and returned to the Parcel Post Exchange Office, St. John's, for return to the sender. (In this connection Postmasters should refer to their Accounting Circular for the method of claiming credit for any Customs duties which might have been charged on the parcel concerned).

The sender of a parcel addressed to other countries may request at the time of posting that if the parcel cannot be delivered as addressed it may be either:—

- (1) Treated as abandoned;
- (2) Tendered for delivery at a second address in the Country of destination.

No other alternative is admissible. If the sender avails himself of this facility his request must be written on the parcel and must be in the following form:—

"If this parcel is undeliverable to the addressee it should be

- (1) Considered as abandoned;
- (2) Tendered for delivery to"

In the absence of a definite request for abandonment a parcel which is undeliverable at the original address or at the alternative address, if one is furnished, will be returned to the sender without previous notification and at his expense.

On all such parcels returned from foreign countries the Postmaster must collect a charge equal to the original postage paid on the parcel when first posted in Newfoundland.

Postage Due Stamps equal to the amount collected must be affixed to the Parcel.

Postmasters must advise the public accordingly when they are posting parcels for other countries. Should the sender of any returned parcel refuse to pay the return postage the parcel must be returned to the Dead Letter Office with a covering report.

ACCOUNTING

European Countries to Which Money Orders Available

The following is a list of Countries in Europe to which Money Orders may be sent:—

Andorra (Republic of)	Luxembourg (Grand Duchy)
Belgium	Malta
Cyprus	Portugal
Czechoslovakia	Sweden
France	Switzerland
Gibraltar	Yugoslavia
Greece	

It should be noted that Money Orders to these countries cannot be sent direct and must be sent to the Accounts Branch, G.P.O., in accordance with the instructions issued on page 1630 of the Post Office Circular of the 10th October, 1946.

Telegraphed Money Orders to Forteau and Red Bay, Labrador

With the establishment of Money Order facilities at Forteau and Red Bay, Labrador, it must be noted that Telegraph Money Orders to these places must be charged as two full rate telegrams at the appropriate rate as these offices are on Canadian Government landlines where the ten cent rate cannot be applied.

Endorsement of Cheques

The Cashier reports that in spite of repeated instructions which have been issued in respect of endorsement of cheques, many cheques are received from Money Order offices without endorsement or improperly endorsed.

Postmasters are requested to ensure that all cheques sent to the Cashier, G.P.O., St. John's, or to the Bank of Montreal are properly endorsed before forwarding them.

Remittances to Cashier

It has been noted that some Postmasters continue to forward cash in the envelopes marked "Chief Accountant" with their accounts.

Cash must not be sent to the Accountant but to the Cashier and the "Cashier" envelope must be used for this purpose.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Detroit Sta. 46, Mich.	246,010 to 246,200
New York, A.P.O. 171, N.Y.	18,990 to 19,000
Adrian, Oreg	33,140 to 35,000

TELEGRAPHS

Free Delivery of Telegrams

The following regulation regarding the free delivery of telegrams is repeated for information:

"The limit of free delivery of telegrams is as follows: Where there is no Messenger telegrams shall be delivered by the Postmaster up to one mile. Where there is a Messenger the free delivery shall be one and a half miles with the extension of this distance left to the discretion of the Postmaster. Beyond these limits a telegram becomes liable to special delivery. Under certain circumstances a telegram may be delivered by a trustworthy chance or a request should be sent by chance to the addressee to call and take delivery.

"When a telegram is received for an addressee outside the delivery limit and no immediate possibility of free delivery presents itself, the office of origin should be notified of non-delivery and of the cost of delivering by special Messenger.

"In every case confirmation of delivery must be obtained."

Examination of Telegrams for Evidence of Transmission

Owing to failures in the transmission of telegrams it is found necessary to repeat the regulation governing the examination of telegrams for evidence of transmission, etc., and strict attention is again called to these regulations, particularly to the following extracts:

1. At regular intervals (hourly if possible) the "sent" files should be inspected to ascertain if all telegrams sent since last inspection bear proper evidence of transmission.
2. The numbers on telegrams sent and received are to be examined to see that none are missing and that any errors discovered are corrected.
3. Numbers are to be compared daily between offices at closing.
4. If through any unavoidable cause numbers cannot be exchanged on the date of transmission comparison must be made on the following morning.

POST OFFICE



CIRCULAR.

THURSDAY, 23rd OCTOBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

<u>St. Jones Without</u>	Mrs. Arthur Green <u>to be Postmistress</u> and Telephone Attendant as from 9th October, 1947.
✓ <u>Norris Arm</u>	Mrs. Hettie B. Poole <u>to be Postmistress</u> and Telephone Attendant as from the 1st October, 1947.
<u>Sunnyside</u>	Mr. Harvey Mercer <u>to be Postmaster</u> and Telephone Attendant as from the 16th October, 1947.
Change Islands	Miss Rosalie Wells to be Messenger-Assistant as from 7th October, 1947.
✓ <u>Burnt Point, B.D.V.</u>	Mrs. Otto Milley <u>to be Postmistress</u> and Telephone Attendant as from the 8th October, 1947.
Trinity, T.B.	Mr. Augustus Locke to be Assistant as from 6th October, 1947.
<u>St. Anthony Bight</u>	Mr. Richard Patey <u>to be Postmaster</u> as from the 8th October, 1947.
Botwood Wireless	Miss Marion Waterman, to be Learner, as from 8th October, 1947.
✓ <u>Birchy Bay, N.D.B.</u>	Mrs. Edna Burt <u>to be Postmistress</u> and Telephone Attendant as from the 16th October, 1947.

PROMOTION

<u>Twillingate</u>	Mr. W. L. Abbott, Assistant Grand Bank, <u>to be Postmaster</u> , Twillingate, as from 11th October, 1947.
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VACANCY

G.P.O., St. John's

Applications addressed to the Secretary will be received up to the 29th October, 1947, for the position of Assistant Postmaster, at a salary of \$2,500.00 per annum. Applicants should state their names in full, educational qualifications, and departmental experience.

MAILS

Semi-Annual Statistics

The Semi-Annual Statistics will be taken in November commencing on the first and ending on the 30th. Form 1393 must be used for this purpose and any Postmaster who does not receive a supply of these forms nor has a supply on hand should requisition same from the Controller of Stores, St. John's.

Service with Germany

Letters; letter packets; commercial papers and samples up to normal international limits of weight may be sent to whole of Germany. Registration facilities are not yet available to any part of Germany. The enclosures of cheques, drafts, securities or currency is prohibited. Dutiable articles may NOT be sent by letter post, small quantities of medicine not including narcotics, dangerous drugs or penicillin are accepted in letter packages. Illustrated postcards, provided they are not of a profascist or subversive character are accepted. Packets containing newspapers, periodicals and books up to a limit of 4 lbs. 6 ozs. may be sent to British and U. S. Zones of Germany and British Sections of Berlin only.

The Parcel Post Service is limited to gift parcels. Both parcels and customs declarations must be marked "Gift Parcels." Books and printed matter of any kind are prohibited as well as tobacco in any form. The contents of those parcels must be limited to relief items such as non-perishable foods, clothing, medicines or similar articles provided their export from Newfoundland is permitted. Not more than one parcel per week may be sent by or on behalf of the same sender to the same addressee.

For Parcel Post rates to Germany see Post Office Circular, page 1726.

Revised Rates of Postage for British Forces Overseas

The United Kingdom Post Office has revised the concessionary rates of postage for the air conveyance of correspondence from the public in the United Kingdom for British Forces overseas. The following rates now apply to Forces in territories outside Europe:

Forces letter	2½d.
Ordinary letters now exceeding 1½ oz.	6d.
each additional ½ oz.	6d.
Postcards	3d.

Correspondence of the above category for the United Kingdom Forces who may happen to be stationed in Newfoundland or Newfoundland-Labrador will be included in the Civil Airmails to Newfoundland and such correspondence must be delivered without surcharge if prepaid at the rate quoted above.

Packing Regulations for Parcels

Cases frequently arise of damage to other mails by reason of the insecure packing of certain types of parcels. When parcels are handed in at Post Offices for despatch officials should insist upon the following standards of packing and should refuse to accept parcels which, in their opinion, will cause damage to other mails.

Fruit, and more especially **soft fruit**, such as Partridge Berries or Blue Berries must be so packed that the juice cannot exude or serious damage to the mails may result. Metal boxes with tightly fitting lids should be used, securely tied with string crossing the lids in two directions. No parcels should be accepted which contain soft fruit packed in a chip or wicker basket or a cardboard box, or a tin box with a lid that is not both tightly fitting and securely tied. The parcel should be marked "Fruit with care."

Liquids. Tins containing liquids must be securely sealed. Tins containing a pint or more should be packed in wooden boxes or wicker case. Bottles, containing liquids, must be firmly sealed. Each bottle should be wrapped separately and special :

23rd October, 1947

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around the shoulders of the bottle. The bottle or bottles should be securely packed in a rigid box of wood or metal or, (in the case of very small packets) strongly corrugated cardboard with plenty of soft packing between the bottles and the top, bottom and sides of the box. The soft packing must be sawdust or some spongy substance in sufficient quantity to absorb all the liquid contents in case of breakage, and the box used must open at one end only and have a tightly fitting or screw lid.

Fish and Meat. Parcels of fish and meat should be marked "perishable" and must be so packed as to prevent contact of the contents with other postal packets or leakage of any moisture. They should not be accepted for any destination to which the parcel is not likely to arrive within three days of posting.

Eggs. The safe transit of Eggs cannot be guaranteed but the following method of packing is recommended. Use of a wooden or other rigid box with suitable partitions and a well fitting lid. Wrap each egg separately in newspaper or other soft material. Place the eggs on end, each in a separate partition, and fill up the vacant spaces in the box with newspapers or cotton waste. Mark the parcel "Eggs."

Butter, Cream, Semi-Liquid and greasy or strong smelling articles must be so packed that the contents will not soil or taint other packets. Where a tin is used, e.g., for cream, the lid must fit tightly and the tin should be wrapped in grease-proof or corrugated paper and securely tied with string cross the lid in two directions. Semi-liquids, butter and other greasy substance must have a securely closed inner cover of greaseproof paper or some substance impervious to moisture and grease, in addition to an outer covering of wood or metal sufficiently strong to prevent any risk of the contents escaping during transit.

The Staff should acquaint the public of the above instructions at any suitable opportunity.

Customs Declaration on Parcels

The attention of Postmasters is drawn to the effect that parcels for destinations outside of Newfoundland are accepted without the Customs Declaration being affixed. Postmasters are reminded that parcels for foreign countries must ensure that this Custom Form is attached when accepting parcels from the public.

ACCOUNTING

Money Order Service with Anglo-Egyptian Sudan

Advice has been received that Money Order Service with Anglo-Egyptian Sudan has been suspended.

Stolen U.S. Postal Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:—

Chiefland, Fla	174,801 - 175,000
Acton, Ind.	114,601 - 120,000
Minter, Ala.	107,889 - 110,000
Canoe, Ala.	51,882 - 52,000
Columbia, Sta. 3, S.C.	1,595 - 1,800

Recovered U.S. Money Order Forms

The following United States Postal Money Order Forms which were reported stolen have now been recovered:—

West Friendship, Md.....	13,718 - 14,000
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The above Money Orders, if presented at a Newfoundland Post Office must not be accepted for payment.

Telegraph Check Reports

Telegraph offices are reminded that the new method of Telegraph Checking will come into effect on 1st November 1947. It is necessary that all offices concerned should follow these instructions carefully to avoid any confusion.

TELEGRAPHS

Labrador Seasonal Offices

Labrador seasonal offices closed for the season as follows:

Smokey	9th October
Grady	11th October
Domino	11th October
Comfort Bight	11th October
Fishing Ships Harbour ...	13th October

Delivery of Telegrams at Har mon Field, Gander, Argentina and Goose Bay

Renewed attention is drawn to the instructions regarding the addressing of telegrams accepted for the above named points which have been frequently published in previous Post Office Circulars. The full and complete address is required in order to assist the Department in effecting deliveries otherwise telegrams must be accepted at senders risk and telegrams should be so endorsed. Senders should also be informed that in most cases even though a full address is carried it is practically impossible to make personal deliveries. Claims for refundment charges in respect of telegrams that do not carry a full address will not be considered.

TELEGRAPH TRAF FIC SEPTEMBER

	1946	1947	Increase	Decrease
Paid Telegrams including priority.....	93,312	99,817	6,505
Priority	12,133	10,103	2,030
Phono-telegrams (estimated)	2,200	2,400	200
Total Paid Traffic	95,512	102,217	6,705
Deadhead and Service Messages.....	10,047	9,355	692
Telegrams equivalent public weather and Coastal Steamer information etc.....	6,252	8,336	2,084
Total traffic	111,811	119,908	8,097

During the month 12 complaints were received and dealt with. In 9 cases the service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 17 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 11, 10 and 14.

POST OFFICE



CIRCULAR.

THURSDAY, 6th NOVEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

- ✓ North West Brook, T.B. Mrs. Cyril Vokey to be Postmistress and Telephone Attendant as from 14th October, 1947.
- ✓ Newtown, B.B. Mr. F. Winsor to be Postmaster and Operator as from the 22nd October, 1947.
- ✓ Hopedale, Lab. Mr. E. Brazil to be Postmaster as from the 10th October, 1947.
- ✓ Hermitage, H. B. Mr. W. Dawe to be Postmaster and Operator as from the 18th October, 1947.

OFFICE OPENED

- ✓ North West Brook A Postal (Non-Money Order) and Telephone Office was opened at North West Brook, on the 14th October, 1947. The nearest Money Order Office is Hillview, T.B., which is also the Telegraph connection Office.
- ✓ Indian Bay A Money Order and Telephone Office was opened at Indian Bay, B.B., on the 24th October, 1947. The nearest Telegraph connecting Office is Gambo, B.B.

OFFICE CLOSED

- St. Juliens The Telegraph Office at St. Juliens was closed for the season on the 30th October, 1947.

MONEY ORDER FACILITIES INSTALLED

- Birchy Bay, N.D.B. Money Order facilities were installed at Birchy Bay, N.D.B., on the 17th October, 1947.

Postmasters should add this Office to their list of Money Order Offices.

MAILS

Newfoundland Tuberculosis Association

The Newfoundland Tuberculosis Association is conducting a campaign for the sale of Christmas Seals on similar lines to last year's activity. There will be a considerable volume of correspondence passing through the mails both to and from St. John's and Postmasters are asked to co-operate in the expeditious handling and delivery of such correspondence.

The Association holds a licence under the Business Reply Service and letters posted addressed to the Association at St. John's without prepayment of postage, should be forwarded without question or delay enclosed in an official registered cover addressed to the Head Postmaster, St. John's.

Parcels Containing Wool

Information has been received from Messrs. Gale Bros. and D. E. Lomond of Millville that parcels containing wool addressed to them will not be accepted.

Postmasters will therefore refuse to accept parcels containing wool to the above mentioned firms.

Parcel Post Rates

Effective on Monday, 27th October, 1947, Parcel Post Rates to Great Britain, where transit is by sea direct from St. John's, will be as shown below. The new rates will apply only to parcels forwarded by the direct sea route. Parcels for forwarding by the Overland Route via Canada should be made "Via Canada" and prepaid at the old rate. Parcels prepaid at the new rate will be retained at the Post Office for despatch by direct boat.

Postage Rate on Parcels Forwarded to Great Britain by Sea Direct

1 lb. to 7 lb.		8 lb. to 14 lb.		15 lb. to 22 lb.	
1 lb.	.40	8 lb.	\$1.10	15 lb.	\$1.80
2 lb.	.50	9 lb.	\$1.20	16 lb.	\$1.90
3 lb.	.60	10 lb.	\$1.30	17 lb.	\$2.00
4 lb.	.70	11 lb.	\$1.40	18 lb.	\$2.10
5 lb.	.80	12 lb.	\$1.50	19 lb.	\$2.20
6 lb.	.90	13 lb.	\$1.60	20 lb.	\$2.30
7 lb.	1.00	14 lb.	\$1.70	21 lb.	\$2.40
				22 lb.	\$2.50

or for easy calculation:—40 cents for the first pound and add ten cents for each pound above 1 lb. up to a maximum of 22 lbs.

Postmasters should refresh their knowledge of the existing "small packet" service available to many countries, including Great Britain and U.S.A. but not to Canada. The postage rate is 10 cents for the first ten ounces and 2 cents for each additional 2 ounces, up to a maximum weight of 2 lbs. Small packets are despatched with the letter mails. See P. O. Circular 25th September, 1947, pages 1729 and 1730.

Preparation of Money Orders

It has been noted that many Postmasters are not exercising proper care in the issuing of Money Orders to ensure that the Money Order is torn from the stub as to leave the proper amount showing in the margin. The Money Order must be detached from the stub in a manner as to leave the next higher figure, than the amount of the order showing, on the order. For example if a Money Order is issued for \$3.00, it should be so separated from the stub as to leave the figures 1, 2 and 5 attached to the Money Order. An Order

6th November, 1947

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so that only figures 1 and 2 are shown. Many orders are received for payment at St. John's and has caused considerable inconvenience to payees as well as additional work at Head Office. The following offices are responsible for these discrepancies in their issuing namely:

Aguathuna	Goose Airport, Sub Office	Newstead
Baie Verte	Hampden	Norris Point
Buchans	Heart's Delight	North Harbour
Belleoram	Hillgrade	Portugal Cove
Burnt Islands, B.L.P.	Hillview	Rose Blanche
Burin North	Holyrood	Round Harbour, G.B.
Carmanville	Jamestown	St. John's General
Catalina	Jersey Harbour	St. Jones Within
Clarenville	Lamaline	Sound Island
Deep Bight	Long Harbour	Springdale
Deer Lake	Lourdes	Stephenville
Eastport	Lushes Bight	Twillingate
Flower's Cove	Milltown, H.B.	Windsor
Gander	Moretons Harbour	
Garnish	Mount Carmel	

Postmasters are cautioned that care must be exercised in future.

Counterfeit United States Currency

The United States Secret Service, Treasury Department has announced the discovery of a new counterfeit \$10. Federal Reserve Note in circulation. This Note bears a green Treasury Seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "E", face plate number 388, back plate number 1098, and series 1934C. This note is printed on brittle paper which cracks easily when creased. In treasury Seal, about half the circle at the right end of key is missing. The horizontal lines which shade Hamilton's coat in the genuine are so dark as to make the lapel barely distinguishable. Specimen on hand bears Serial No. G90646735A; facsimile signatures of W. A. Julien and John W. Snyder.

Postmasters are warned that particular care must be exercised to guard against the acceptance of these counterfeit notes.

Stolen Canadian Postal Money Order Forms

New Westminster, B.C. 288-23426 to 288-03450

Stolen U.S. Postal Money Order Forms

Brandford, Sta. 3, Conn.	9247 - 9400
New York, A.P.O. 859 Branch, N.Y.	15598 - 15600
Riverdale, Sta. 1, M.D.	12801 - 12805
Annapolis, Navy Academy Branch, M.O.	171001 - 171200
Deer Park, Tex.	27500 - 27502

Acceptance of British Postal Orders

British Postal Orders issued on and after 1st October, 1947, must not be paid in Newfoundland—British Postal Orders date stamped as having been issued on and after 1st October, 1947, must not be paid in Newfoundland notwithstanding that such orders may have been remitted by members of the Newfoundland Armed Forces Overseas.

In the event of such orders being presented, the payee should be advised to return them to the senders to obtain Post Office Money Orders in lieu thereof, which are payable in Newfoundland.

TELEGRAPHS

Service with Japan

Advice has been received that all classes of telegrams are now acceptable for Japan.

MacKay Radio (Commercial) Establishes Direct Radio Telegraph Circuit With Lisbon, Portugal

Advice has been received from the Commercial Cable Company that MacKay Radio has established a direct radio telegraph circuit with Lisbon, Portugal.

Telegrams at Urgent Rates via Commercial Cable Company

Effective the 23rd October, telegrams at Urgent rates will be accepted via the Commercial Cable Company, from Newfoundland to all points (except Suva) Netherlands East Indies, New Hebrides, Japan Infi and Reunion. The urgent rate is double the ordinary Full-rate.

Routing Indicator on Telegrams for Points Outside Newfoundland

Serious attention is again called to the importance of transmitting the routing indicators on telegrams for points outside Newfoundland. The Department has had frequent complaints that telegrams have been incorrectly routed and investigation in most cases has shown that they have been due to the indicator having been omitted in transmission. Senders wishes must be carried out in this respect and, to prevent repetitions of this error, sending operators are directed to confirm the routing at the end of a message. Where no routing is specified, telegrams shall automatically be routed "Via Commercial" which is the normal route.

POST OFFICE



CIRCULAR.

THURSDAY, 20th NOVEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

Carbonear Mr. Kevin Smith to be Assistant as from the 1st November, 1947.

Port Union Miss Myrtle Norman to be Messenger-Assistant as from the 25th October, 1947.

Tilting Miss B. Dwyer to be Postmistress and Telephone Attendant as from the 27th October, 1947.

✓ Forteau Mrs. Raymond Flynn to be Postmistress as from the 4th November, 1947.

St. John's Miss D. Foote to be Shorthand-Typist as from the 23rd October, 1947.

St. John's Miss H. Nicholl to be Counter Clerk, G.P.O., as from the 3rd November, 1947.

PROMOTIONS

G.P.O. St. John's ... Mr. J. S. Whitten, Postal Superintendent, to be Assistant Postmaster, as from the 1st November, 1947.

G.P.O. St. John's ... Mr. W. P. Squires, Overseer, to be Postal Superintendent, as from the 1st November, 1947.

G.P.O. St. John's ... Mr. H. Coullas, upervising Assorter, to be Overseer, as from the 1st November, 1947.

G.P.O. St. John's ... Mr. W. E. Campbell, Assorter, to be Supervising Assorter, as from the 1st November, 1947.

RETIREMENT

Newfoundland Assorting Office, Mr. Daniel Ferguson, Sr. Clerk, retired on medical grounds
North Sydney on the 14th October, 1947.

POSTAL FACILITIES INSTALLED

X Mall Bay, St. Mary's The Telephone Office at Mall Bay, St. Mary's, was converted to a Postal and Telephone Office on the 14th November, 1947. The nearest Money Order Office is St. Mary's.

See POC 11 MAR 48

MAILS

Postal Service with Japan

With reference to the notice published in the Post Office Circular of the 13th February, 1947, at Page 1666, it is to be noted that mail service to Japan has now been extended to include the following articles of printed matter:

Bibles and all other sacred writings of all religious faiths and sects; and tracts, other pamphlets, books, journals and other publications of which at least 50% of the contents are devoted to matters generally recognized as religious.

Air Mail Service to Japan

Air mail correspondence may now be accepted for Japan subject to the same restrictions as those for correspondence sent by surface route.

The Air Mail rate is 50c. per half ounce.

The relative amendment to the Air Mail Circular should be made.

Weight to Be Indicated on Foreign Parcels

In order to expedite and facilitate handling in the Exchange Office concerned of parcels for foreign countries, the gross weight in pounds and ounces of each parcel should, in future, be indicated on the Customs Declaration Form which must be attached to all parcels for destinations outside Newfoundland.

Postmasters will please take any necessary action in so far as their offices are concerned towards compliance with this request.

ACCOUNTING

Changes in Design of Canadian Postal Notes for Toronto and London

Postal notes being supplied to the Toronto and London Postage Stamp Depots for distribution to Post Offices in these districts will show slight changes in design from the regular postal note form, in that the abbreviations "Tor." and "Lon." representing the Toronto and London depots, respectively, are printed within a rectangle under and slightly to the right of the Serial number of the Note.

Other changes are that in the printed instructions on the note, the word "Stamps" has been changed to "Scrip" and the space for the impression of the issuing office date-stamp has been made slightly larger by the omission of the rectangle lines and of the continuation of the border showing the words "Postal Note" around the space for the stamp.

The colour of the new note has been changed to black and white, from blue and white.

Postmasters will please cash these new notes on presentation in the same manner and under the same conditions as other Canadian Postal Notes.

Stolen Canadian Postal Money Order Forms

20th November, '1947

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TELEGRAPHS

Service With Korea

Advice has been received that telegrams are now acceptable to Southern Korea at same rates as to Japan. Telegrams must be written in plain English only. Transactional telegrams are subject to censorship. Senders desiring replies should be advised to prepay (RP) for same.

Service With Germany .

Advice has been received that Night Letter telegrams (NLT) are now acceptable to the British and United States zones of Germany.

Telegrams at Urgent Rates Via Commercial Cable Company

As from the 23rd October private telegrams at Urgent rates are acceptable via the Commercial Cable Company between all parts of the world except the United States and possessions, Burma, Fij Islands (other than Suva which admits Urgents). New Hebrides, Netherlands East Indies, Japan, Ifni and Reunion. Urgent Press telegrams are admitted to all parts of the world including the United States and possessions where Press telegrams are permitted. In private telegrams at Urgent rates the word "Urgent" which must appear as the first word in the address is counted and charged for. In Press telegrams at Urgent rates the words "Urgent" and "Press" which must appear as the first two words in the address are counted and charged for as two separate words. The Urgent rate for private telegrams is double the ordinary Full-rate. The Urgent rate for Press telegrams is half the ordinary Full-rate.

Rates to Aegean Islands

The rates to the Aegean Islands have been changed as follows:

Full-rate	CDE	LC	NLT
.35	.21	.17½	2.92 and 11 2/3 cents for each word in excess of twenty-five.

Labrador Seasonal Offices

Hawkes Harbour closed for season on the 11th November, 1947.

Telegraph Traffic October

Class	1946	1947	Increase	Decrease
Paid Telegrams, including Priority.....	91,530	97,003	5,473
Priority	11,413	10,103	1,310
Phono-telegrams	2,397	2,600	203
Total Paid Traffic	93,927	99,603	5,676
Deadhead and Service Messages	10,564	8,526	2,038
Telegram Equivalent Public Weather and Coastal Steamer information, etc.	8,560	8,648	88
Total Traffic	113,051	116,777	3,726

During the month 7 complaints were received and dealt with. In all 7 cases the Service was found to be at fault as a result of carelessness or negligence on the part of officials; in addition 15 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 12, 9 and 12.

POST OFFICE



CIRCULAR.

THURSDAY, 4th DECEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

APPOINTMENTS AND VACANCIES

All appointments under present conditions are, in accordance with Treasury instructions, made on an acting basis. Formal intimation to this effect is no longer made to the individual officer who receives acting promotion.

APPOINTMENTS

<u>Red Island, P.B.</u>	Mrs. L. Barry <u>to be Postmistress</u> and Operator, as from the 20th. October 1947.
<u>Gander</u>	Miss A Harrington <u>to be Exchange Operator</u> , as from the 31st. October 1947.
✓ <u>Gaultois</u>	Mr. F. Day <u>to be Postmaster</u> and Operator, as from the 23rd. November 1947.
<u>Rencontre East</u>	Mr. H. Keeping, <u>to be Postmaster</u> and Operator as from the 1st. November 1947.
✓ <u>Flat Islands, B.B.</u>	Miss A. Bridgeman, <u>to be Postmistress</u> and Operator, as from the 7th. November 1947.
✓ <u>Pass Island</u>	Miss P. Peavy, <u>to be Postmistress</u> and Operator as from the 10th. November 1947.
✓ <u>Braggs Island, B.B.</u>	Mr. L. Glover, <u>to be Postmaster</u> and Operator, as from the 5th. November 1947.
✓ <u>New Bonaventure, T.B.</u>	Miss J. Bailey, <u>to be Postmistress</u> and Telephone Attendant as from the 16th. November 1947.

PROMOTIONS

<u>Clareville</u>	Miss O. Sheppard, Messenger, <u>to be Assistant</u> , as from the 18th. November 1947.
<u>Spaniard's Bay</u>	Mr. W. Butt, Assistant, Carbonear, <u>to be Postmaster</u> and Operator, as from the 1st. November 1947.

MAILS

Parcel Post to South and Central American Countries

As from the 1st. December, 1947, the maximum weight for parcels to South and Central American countries, West Indies, Phillipine Islands, Alaska, Guam, Hawaii, Panama Canal Zone, Puerto Rico, Virgin Islands is fifteen pounds.

Christmas Mails for Newfoundland Except St. John's, 1947

The latest time of posting, for despatch from St. John's of mail addressed to various parts of Newfoundland in time for delivery for Christmas, 1947, is as follows:

- (a) Places on the Straits of Belle Isle route:—By connection at Corner Brook on or about the 2nd. December.

- (b) Coastal North route:—By S. S. "NORTHERN RANGER" sailing from St. John's on or about the 6th. December.
 - (c) Places on the South West Coast route:—By connection via Port aux Basques on or about the 9th. December.
 - (d) Places on the Notre Dame Bay North route:—By connection via Lewisporte on or about the 6th. December.
 - (e) Places on the Notre Dame Bay South route:—By connection via Lewisporte on or about the 13th. December.
 - (f) Placentia Bay North route:—By connection via Argentia on or about the 5th. December.
 - (g) Placentia Bay West route:—By connection via Argentia on or about the 12th. December.
 - (h) St. John's to Lewisporte route:—By S. S. "GLENCOE", leaving St. John's on or about the 8th. December.
 - (i) For places on the Main line of Railway, St. John's to Port aux Basques and Bonavista Branch, 2.30 p.m. Saturday the 20th. December.
 - (j) For places on the Avalon Peninsula, 6 p.m. on Saturday the 20th. December.
 - (k) Bell Island:—Noon on Saturday the 20th. December.
- NOTE:—All connection by sea routes are subject to change.

Customs Declaration Forms

Postmasters are reminded that all parcels, whether containing dutiable goods or not, and all letters and other packets containing dutiable goods, addressed to countries outside of Newfoundland must bear Customs Declaration Forms. As almost all classes of goods, including books and papers, are dutiable in some countries it is advisable that appropriate declaration forms be affixed to all items of mail for foreign countries except items which contain only written communications. Items containing dutiable goods to which a declaration has not been affixed are liable to heavy delay in the country of destination.

The White Parcel Post Customs Declaration is to be used for parcel post items only. The green customs sticker is to be used for letters and other articles.

The attention of the public must be drawn to the foregoing.

Parcel Post Service to China

Parcel Post Service to China is restricted in the districts of Changchun, Chinchow, Liaoning and Shantung to the Post Offices as show below:

District of Changchun

Changchun	Kivin
Kanyuan	Szeping (Szepingkai)

District of Chinchow.

Changwu, Liao	Kaokiao	Sinkiu
Chaoyang	Kowpangtze	Sinlitun
Chinchow	Iuyangyi	Suichung
Chinsi	Panshan	Tahushan
Fusin	Pavtze	Tian, Liao
Heishan	Pataohas	Tienchwangtai
Hingcheng, Liao	Pehchen	Tsienso
Hulutao	Pehpiao	Tsienwei
Hungleih sien	Shahowso	Tsinghomen
Iosien, Liao	Shishan, Liao	Tungfusin

District of Liaoning

Shenyangshik (Moukslen)	Yingkow (Newchwang)
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District of Shantung

Tsinghad

C.O.D. Parcels

It has come to Notice that many officials fail to show the C.O.D. number on the Money Order which is issued to cover the C.O.D. charges. A space has been provided on the Money Order form for this specific purpose and it is necessary for Postmasters to show the C.O.D. number.

It is also noticed that errors are frequently occurring in respect of the payees name on Money Order issued for C.O.D.: For example: On several occasions Money Orders for C.O.D. parcels which should have been payable to the Imperial Optical Company have been issued in favour of Parker and Monroe Ltd., and in some cases R. H. Trapnell Ltd. There is no excuse for errors of this nature and they must be attributed only to carelessness on the part of the officials concerned.

Greater care must be exercised in the future. Errors of this nature reflects this Department in an unfavourable light.

ACCOUNTANCY

Counterfeit United States Currency

The United States Secret Service, Treasury Department, has announced the discovery of the following four new counterfeit Federal reserve notes in circulation:

A new counterfeit \$5 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "E", face plate number 214, back plate number 1638, and series 1934 C. This note is of the same workmanship as SS No. 1160, 1161, 1162. As on the others, the face of this counterfeit is a gray monotone with little contrast. Seal and serial number (G2390569 1B) are printed in yellowish-green. On note back the names of several States which are visible on the genuine along the top of the Lincoln Memorial cannot be distinguished on the counterfeit, even under magnification.

A new counterfeit \$10 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "F", face plate number 399, back plate number 1177, and series 1934 C. This note is printed on grayish paper with red ink lines simulating the genuine threads. Missing lines in Hamilton's hair give it an unnaturally white appearance. On the back, the lines representing steps to the Treasury Building are missing, so that the area just under the columns at the entrance is solid white. Seal and serial number (G59267442C) are in yellowish-green so light that many features of seal cannot be distinguished.

A new counterfeit \$20 Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "D", face plate number 95, back plate number 521, and series 1934 B. Another note of this type bears check letter "A"; face plate 96 back plate No. 508. Paper has grayish cast and bears red ink lines in imitation of genuine threads. On the back there is practically no representation of the sky above the White House. Specimens at hand carry serial numbers (G06713272B and G06418927B).

A new counterfeit \$50. Federal Reserve note bears a green Treasury seal, and the insignia of the Federal Reserve Bank of Chicago, Ill. It bears check letter "J", face plate number 6, back plate number 117, and series 1934. The face of this note is a gray monotone, accented by a dirty gray tint in the paper itself. Seal and serial numbers are in dull yellow-green so light that it is almost impossible to distinguish characteristics in the seal design. On the back, steps under columns in center of Capital beneath the dome and at entrance to wing at far left are missing, so that white spaces exist where there should be lines representing steps. Serial number of specimen at hand is G07293838A, but may vary.

Stolen U.S. Money Order Forms

The following United States Postal Money Order Forms have been reported stolen:

Chiltons, Va.....	8401- 8600
Pawtucket, Sta., 7, R.I.....	236443-236600
Elverta, Calif.....	17829- 19000
Blaine, Miss.....	61201- 61400
Blaine, Miss.....	62401- 62600
Harrogate, Tenn.....	110504-110600
Holyoke, Mass., Sta. 6.....	114904-115000

Money Orders Issued on the United States

Effective immediately the issue of money orders on the United States has been reduced from \$100.00 per month to \$25.00 per month. Postmasters should exercise very stringent control and ensure that no persons receives a money order for an amount over \$25.00 in any one month.

Renewed attention is drawn to the regulations issued on page 1339 of the Post Office Circular governing the issue of Money Orders on the United States, i.e., regarding the purposes for which they are allowed to be issued. The Postmaster or official responsible for the infringement of these regulations will be liable to disciplinary action.

Telephone Rentals

There is a tendency for some Postmasters to omit the names of the subscriber when remitting phone rentals, also failure to collect rental when due. Postmasters are again reminded that they must see that their accounts are thoroughly checked before forwarding to Head Office.

TELEGRAPHS

Office Hours During Christmas Pressure Period

Offices shall open from 7 a.m. to 8 p.m. for the acceptance of telegrams from Saturday the 20th. December and each day thereafter, except on Sundays and Holidays, unless traffic conditions permit otherwise, until Friday the 2nd. January, both dates inclusive. It may, however, be found necessary to open offices at night earlier than the date given above, in which case notification will be given in due time.

Offices will open to the public on the Holidays during the period as follows:

Christmas Day, 25th. December.....	9 a.m. to 10 a.m.
Boxing Day, 26th. December.....	9 a.m. to Noon
New Year's Day, 1st. January.....	9 a.m. to 10 a.m.

The regulations governing the acceptance of telegrams on Sundays will apply to Christmas and New Year's Day.

Offices will be released as soon after closing hours for acceptance of telegrams from the public, as traffic conditions permit.

During the period December 20th. to January 2nd. the special greeting forms and envelopes must be used for the delivery of telegrams of a greeting nature.

Mackay Radio (Commercial) Establishes Direct Radio Telegraph Circuit to Paramaribo, Netherlands, Guiana (Surinam)

Advice has been received from the Commercial Cable Company that MacKay Radio has established a direct radio telegraph circuit with Paramaribo, Netherlands, Guiana (Surinam).

Telegrams at Urgent Rates via Anglo-American Telegraph Company

With reference to the notice which appears on page 1747 of the Post Office Circular, it should be noted that the Urgent rate service is also available via ANGLO.

POST OFFICE



CIRCULAR.

THURSDAY, 18th DECEMBER, 1947

Issued by the Secretary to the Department of Posts and Telegraphs, St. John's, Newfoundland.

THE POST OFFICE CIRCULAR CONTAINS INFORMATION OF VALUE TO THE STAFF.
POSTMASTERS AND THEIR STAFF SHOULD READ EACH ISSUE CAREFULLY.

I welcome the opportunity provided by this Circular to wish you one and all a Merry Christmas and a Happy New Year.

W. S. RODDIS,
Secretary

APPOINTMENTS

- Burin Mr. A. Henebury, to be Assistant, as from the 24th November, 1947.
- Flowers Cove..... Mrs. J. Whelan, to be Messenger, as from the 24th November, 1947.
- Wesleyville..... Mr. H. Windsor, to be Assistant, as from the 17th November, 1947
- ✓ Point Enragee, F.B...... Mrs. Esther Grandy, to be Postmistress and Telephone Attendant, as from the 29th November, 1947.
- ✓ Monroe, T.B...... Mrs. E. Brown, to be Postmistress and Telephone Attendant, as from the 29th November, 1947.
- ✓ Fox Island River..... Mr. Gerald Hynes, to be Postmaster and Telephone Attendant, as from the 19th November, 1947.
- Botwood..... Mr. C. Chaytor, to be Messenger, as from the 24th November, 1947.
- Twillingate..... Mr. H. Gosse, to be Assistant, as from the 19th October, 1947.

PROMOTIONS

- G.P.O., St. John's..... Mr. E. Skanes, Letter Carrier, to be R.P.O. Clerk, as from the 27th November, 1947.
- G.P.O., St. John's..... Mr. S. Wells, Porter, to be R.P.O. Clerk. as from the 27th November, 1947.

OBITUARY

- ✓ This Department regrets to announce the death of Mr. Joseph L. Hynes, at Fox Island River, on the 18th October, 1947. Mr. Hynes entered the service as Postmaster and Telephone Attendant, Fox Island River, on the 10th December, 1924, which position he held until his death.

OFFICE CLOSED

- Williamsport..... The Telegraph Office at Williamsport, W.B., was closed for the season on the 1st December, 1947.

MAILS

Christmas Posting Arrangements for St. John's

Latest posting dates at the General Post Office and Branch Post Offices, St. John's, for delivery in the City of St. John's on or before the 24th December, 1947:

Parcels..... 5 P.M. Saturday, 20th December
Letters, Cards, etc..... 10 P.M. Saturday, 20th December

Final Sailings of Coastal Steamers

The following information is given concerning final trip of Coastal Steamers for the season, weather permitting:—

ST. JOHN'S - COOK'S HARBOUR, S.S. "NORTHERN RANGER"—Leaving St. John's December 10th and will make all ports covering.

S. JOHN'S - LEWISPORTE, S.S. "GLENCOE"—Leaving St. John's December 22nd.

NOTRE DAME BAY, S.S. "CLYDE"—Leaving Lewisporte December 22nd.

NORTH SIDE—Leaving Lewisporte December 22nd.

SOUTH SIDE—Leaving Lewisporte December 29th, and will come St. John's direct from last port of call.

CORNER BROOK - BATTLE HARBOUR, M.V. "CLARENVILLE"—Leaving Corner Brook December 29th, coming direct St. John's from Battle Harbour.

Air Mail Rates

The following additions should be made to the Air Mail Rate Supplement, under the column, via United Kingdom:—

Place	RATE PER HALF OUNCE	POSTCARDS EACH
Azores	30c.	20c.
Canary Islands	30c.	20c.
Cape Verde Islands	30c.	20c.
China	50c.	40c.
Dutch East Indies	50c.	40c.
Formosa	50c.	40c.
French India	50c.	40c.
Portuguese India	50c.	40c.
Korea	50c.	40c.
New Guinea (Mandated Territory).....	50c.	40c.
New Zealand	50c.	40c.
Portuguese Timor	50c.	40c.
Rio De Ora	45c.	35c.
Russia	30c.	20c.
Russia in Asia (by Air to Moscow).....	30c.	20c.
Sudan	45c.	35c.
Society Islands	50c.	42c.

Inauguration of Winter Air Mail Service

Arrangements have now been completed by the Department to operate an experimental internal Air Mail Service during the coming Winter months. The area of operation will be the Great Northern Peninsula from Cow Head to Cook's Harbour on the Western Side, and from Hampden to Raleigh on the Eastern Side.

The Air Service will be once weekly and will continue during the period when the Coastal Steamers do not run.

Aircraft will operate out of Deer Lake where a subsidiary Sorting Office will be set up. The planes will land at suitable points on both coasts of the Peninsula and Post Offices between landing points will be served by surface couriers. The air route will replace the winter trunk surface routes and it follows, therefore, that all classes of mail, including parcels, will be carried.

It is to be noted that normal postage rates will apply and that there will be no special nor additional air mail charges.

The contract for air conveyance has been awarded to Newfoundland Aero Sales and Services Limited.

Enquiry Form 1411

It is noted that Postmasters generally are failing to comply with regulations governing the use of form 1411: "Enquiry respecting a registered or insured item of mail." Your attention is drawn to paragraph three printed on the above mentioned form, and in future any enquiry received at head office which does not properly comply with regulations governing same will not be acted upon.

Return of Empty Mail Bags

The shortage of mail bags has become acute and all Postmasters are requested to return all surplus mail bags to the General Post Office, St. John's, by first mail. The need for more mail bags at St. John's is great and unless Postmasters co-operate in returning empties, serious delay will be experienced in the despatch of mails.

It is pointed out that the use of mail bags for other purposes than that for which they are intended is a breach of postal regulations and disciplinary action will be taken against any person guilty of this misdemeanour.

ACCOUNTING

Requisitions for Stamps

It has been observed that certain offices are not completing both sections of Form No. 1043A. All Postmasters are therefore requested to make sure that this form is properly checked before being forwarded with their remittances to the Cashier, G.P.O.

American Currency

The following notice was telegraphed to all Offices on 9th December, 1947:

"American currency taken in the regular course of business must be remitted to Bank of Montreal or Cashier and must not be given out as change, by order of the Foreign Exchange Control Board."

All Postmasters are requested to give this matter attention.

TELEGRAPHS

Tenders for Poles

Tenders are invited for a supply of telegraph poles for the following sections:

Between St. John's and Windsor	Between Clarenville and Bonavista
1,231 poles, 20 ft. in length, 7 inches top diameter	410 poles, 20 ft. in length, 7 inches top diameter
120 poles, 25 ft. in length, 7 inches top diameter	30 poles, 25 ft. in length, 7 inches top diameter
43 poles, 30 ft. in length, 7 inches top diameter	5 poles, 30 ft. in length, 7 inches top diameter
16 poles, 35 ft. in length, 7 inches top diameter	5 poles, 35 ft. in length, 7 inches top diameter

Between Windsor and Corner Brook

790 poles, 20 ft. in length, 6 inches top diameter
32 poles, 25 ft. in length, 6 inches top diameter
11 poles, 30 ft. in length, 6 inches top diameter
5 poles, 35 ft. in length, 6 inches top diameter

All the above poles must be black spruce or juniper, sound straight timber, fully rinded, measuring not less than the diameter specified at the top for each class of poles.

Delivery to be made not later than the 15th April, 1948.

Tenders should state price per pole loaded on Railway cars at sidings and at what points on Railway poles would be loaded.

The lowest or any tender will not necessarily be accepted and the Department, in accepting the price of any tender, reserves the right to determine the number of poles which shall be supplied by any contractor.

Tenders will be received up to the 15th January, 1948, addressed to the Secretary for Posts and Telegraphs.

Envelopes should be marked "Tender for Poles" and in each case the quantities and dimensions of poles offered should be stated.

392081

175

1756

18th December, 1947

Direct Communication with the United States Army Air Base, Harmon Field

A direct teleprinted circuit between St. John's Telegraphs and the Signals Centre, United States Army Air Base, Harmon Field, was established and went into operation on the 5th December.

Service with Germany

Advice has been received that effective the 1st December, telegraphic service will be available to and from all four occupied zones of Germany subject to the following restrictions: Full-rate messages only admitted to or from German nationals. All classes admitted to or from members of occupational forces, accredited agencies, licensees and individuals accredited to or serving with the occupational forces. The following codes are permitted: ABC sixth, Acme, Bencom, Bensec, Lomgen, Lomship, Lombard, Shipping and Transport, Stanhaf, Stanter, Peterson's New Boe and Buntings second edition. Name of code must appear in the preamble. All telegrams should be accepted at sender's risk.

Telegraph Traffic November

Class	1946	1947	Increase	Decrease
Paid Telegrams including Priority.....	91,670	96,037	4,367
Priority.....	11,903	10,169	1,734
Phono-telegrams	2,352	2,500	148
Total Paid Traffic.....	94,022	98,537	4,515
Deadhead and Service Messages	10,095	7,692	2,403
Telegram Equivalent Weather Forecasts and Coastal Steamer reports for Public Information.....	7,460	8,446	986
Total Traffic.....	111,577	114,675	3,098

During the month 11 complaints were received and dealt with. In 10 cases the Service was found to be at fault as the result of carelessness or negligence on the part of officials; in addition 19 cases of irregularities were disclosed through routine supervision. The comparative figures for the same month last year were: 16, 14 and 15.

Direct Service Established with Grand Bank

Direct communication between St. John's and Grand Bank was established on the 26th November.

Direct Service Established with Kings Cove

Direct communication between St. John's and King's Cove was established on the 12th December. Long Distance telephone service is also available.

Change of Routing for Harbour Breton

On the 12th December, Grand Bank, instead of Placentia, became the repeating office for Harbour Breton.

GretagMacbeth™ ColorChecker Color Rendition Chart

